

Northwood Long-Term Care Facility COVID-19 Quality-Improvement Committee

Terms of Reference

Pursuant to s.3 of the *Quality-improvement Information Protection Act*, S.N.S. 2015, c.8, coupled with the Minister’s authority over the health system as set out in s.46 of the *Public Service Act*, R.S.N.S. 1989, c.376, and his responsibility for long-term care under the *Homes for Special Care Act*, R.S.N.S. 1989, c.203, the Minister of Health and Wellness hereby establishes a Quality-Improvement Committee for the purpose of engaging in Quality-Improvement Activities related to the outbreak of COVID-19 at the Northwood Long Term Care Facility in Halifax, Nova Scotia, in accordance with these Terms of Reference;

1. MEMBERSHIP - QUALITY IMPROVEMENT COMMITTEE

| Name | Role |
|---|--|
| Dr. Chris Lata (Lead) | Head of Division of Infectious Diseases, Sydney, Nova Scotia |
| Dr. R. Lynn Stevenson (Committee Member) | Consultant; former Associate Deputy Minister, British Columbia Ministry of Health |

2. MANDATE

The Quality-Improvement Committee (the “Committee”) is mandated by the Minister of Health and Wellness to do the following with respect to the provision of health services at Northwood Long-Term Care Facility (“Northwood”):

(A) Review:

The Committee is to review and analyze the Northwood COVID-19 outbreak to determine what factors contributed to the outbreak and spread of COVID-19 within the facility. These factors are to include, but are not limited to, the following:

- (i) identify the information that was available to Northwood at all stages of the outbreak;
- (ii) review the response to the information that was available at each stage, and in light of this, whether the preparation for, and response to, COVID-19 at Northwood was appropriate and timely during each stage of the outbreak (including pre-outbreak);
- (iii) review staff scheduling practices and processes to determine whether staff movement throughout the facility contributed to the spread of COVID-19; and
- (iv) conduct a review of best practice and available evidence related to effective measures that control the introduction and spread of COVID-19 in long-term care facilities and apply this evidence to Northwood’s physical design and operational procedures.

The review will include document analysis, on-site visits, and interviews with individuals and parties that, in the opinion of the Committee, have relevant information to the review, such as

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administrators and Northwood staff, physicians who worked at Northwood, NSHA Northwood Emergency Operations Centre, Department of Health and Wellness staff, staff deployed from other areas of the health system, and representatives from family groups affected by the outbreak. Expert assistance may be engaged by the Committee to assist it with its work.

(B) Report:

Pursuant to s.4 of the *Quality-improvement Information Protection Act*, the Committee will provide the Minister of Health and Wellness with the Quality-Improvement Information in the form of a written report.

(C) Recommend:

The Committee is to make recommendations to the Minister of Health and Wellness for the purposes of planning and managing the health system and conducting Province-wide quality-improvement activities related to the management of COVID-19 in long-term care facilities.

3. QUALITY-IMPROVEMENT INFORMATION

The Committee shall conduct all of its work in accordance with the provisions of the *Quality-improvement Information Protection Act* and all of its communications, drafts, and final work product are Quality-Improvement Information as set out in the *Quality-improvement Information Protection Act*.

Decisions regarding disclosure will be made by the Minister of Health and Wellness in accordance with s.6 of the *Quality-improvement Information Protection Act*.

4. TERM

The Committee will provide its report and recommendations to the Minister of Health and Wellness no later than September 15, 2020.

The Honourable Randy Delorey,
Minister of Health and Wellness

Date