

## **Aboriginal Continuing Care Policy Forum Terms of Reference 2013**

The Aboriginal Continuing Care Policy Forum (ACCPF) includes First Nation community, district, provincial and federal representation and facilitates action on multi-jurisdictional issues that will advance improved quality of care and access to services for First Nations people living on-Reserve.

### **Purpose/Objectives of the Aboriginal Continuing Care Policy Forum**

1. To provide a forum where intergovernmental issues (federal, provincial, district and local) affecting the delivery of the continuum of continuing care services to First Nations people living on-Reserve/off Reserve can be resolved in a collaborative manner.
2. To promote an ongoing shared understanding between the Continuing Care Branch, Department of Health and Wellness, First Nations and Inuit Health Branch-Health Canada, Aboriginal Affairs and Northern Development Canada, District Health Authorities, and health care delivery providers regarding current continuing care definitions, service types, scopes of practice and employment, responsibility for service provision, service delivery mechanisms, funding and eligibility for service for First Nations people living on-Reserve/off Reserve in Nova Scotia. This will include ongoing examination of the continuum of services that are part of the federal, provincial and district programs.
3. To develop strategies/recommendations that address gaps and build on community strengths, including the identification of process/service delivery improvements, funding strategies and advocacy for policy amendments where required. Strategies will be based on culturally appropriate models of continuing care services, which address the unique needs of First Nation communities and builds on their strengths and capacities.
4. To share information regarding progress on the work of the ACCPF with colleagues, stakeholders and the public.
5. To track the progress of action on the recommendations from the Continuing Care (Home Care and Long Term Care) Framework documents from 2010.
6. To contribute content expertise and provide oversight/direction to the update of Aboriginal Continuing Care website information and other resources agreed upon to support the objectives of the forum.

### **Role of Forum Members**

Act as representatives of the various stakeholder groups and provide overall leadership on matters arising from the Forum.

1. To facilitate the collection of data necessary to inform ongoing program and policy improvement.
2. To serve as a conduit for communication between the stakeholder groups represented by each member and the forum.
3. To develop strategies that support the implementation of sustainable, culturally appropriate models of care that are consistent with the objectives of the forum.
4. To facilitate the development of policies within the organization each member represents that will support the achievement of forum goals.
5. Provide advocacy within relevant stakeholder groups in taking action to enable the implementation of recommendations arising from the Forum.

### **Decision-making**

The Forum is advisory in nature and does not have authority to make policy decisions. Any decisions that involve the setting of ACCPF work priorities and the use of ACCPF funds will be made on the basis of consensus.

### **Agenda Items**

Items on the agenda will be determined by the members and will reflect agreed upon goals/outcomes of meetings. Content may range from information sharing to matters that require discussion/debate to identify a plan of action.

### **Meeting Notes**

Meeting notes shall be taken by Forum members on a rotational basis. The focus of meeting notes shall be on highlights of discussions that result in action items; the purpose of the meeting notes shall be to serve as a tool of activity monitoring/accountability. Meeting notes will be provided to forum members electronically. Members will be encouraged to share finalized meeting notes within their organizations as part of their own internal communications and management strategies.

### **Membership**

The Confederacy of Mainland Mi'kmaq (CMM)  
Union of Nova Scotia Indians (UNSI)  
Nova Scotia Department of Health and Wellness, Continuing Care Branch (DHW)  
Health Canada First Nations & Inuit Health Branch (Atlantic Region) (FNIHB)  
Nova Scotia Office of Aboriginal Affairs (OAA)  
Nova Scotia Department of Health and Wellness Primary Health Care Branch (DHW)  
Nova Scotia District Health Authorities & IWK Health Centre (DHA's)  
Aboriginal Affairs and Northern Development Canada (AANDC)  
Nova Scotia Department of Community Services (DCS)  
First Nation Home and Community Care Coordinators (2)

Others as agreed upon by consensus of the Forum, as required in order to advance a mutual agenda.

### **Chairperson**

A model of co-chairpersonship, at least one of whom being a representative of a First Nations stakeholder, is preferred. Co-chairpersons shall be selected by consensus of the Forum. They will serve for a two year term with alternating terms expiring. One of the co-chairs will be from the host organization.

The co-chairs will,

- prepare forum agendas,
- ensure materials/meeting packages are circulated for review,
- represent the forum as required,
- address issues arising that require attention between meetings,
- report to the forum with activity updates,
- manage the Forum budget and provide regular financial reporting to the Forum.

### **Meeting Frequency**

The Forum will meet in person, at a minimum, 2-3 times a year. Should issues arise requiring forum action between regularly scheduled meetings, the co-Chairs shall call the group together either in person, electronically or by teleconference.

### **Accountability (Host Organization)**

The Union of NS Indians (UNSI) will host the Forum for the remainder of the 2012-2013 year and for the 2013-2014 fiscal year. Hosting includes setting up meeting dates, arranging meeting rooms, ensuring that meeting minutes are recorded and distributed.

### **Privacy**

The work of the Forum may include discussion of current situations to help guide identification of potential policy gaps. Forum members will maintain confidentiality with respect to the discussion of situations and will ensure that no identifying information is shared with Forum members (e.g. no names or any other type of information that may identify an individual).

### **Budget**

Member organizations agree to cover the travel expenses of their respective representatives. Travel expenses for representatives from First National organizations will be covered by Forum funds. Funding for catering and activities related to the Forum's work plan will be funded by the Forum through consensus agreement by Forum members.



**Review**

The terms of reference will be reviewed, at a minimum, every two years.