

# Palliative Care Committee

## Terms of Reference

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In alignment with the *Fixing Long Term Care Act, 2021, S.O. c. 39 and its regulations*, the committee:

- supports all team members in providing a palliative approach to care for residents with life-limiting conditions and,
- supports all team members in providing end of life care to all residents.

### CHAIRPERSON

Due to the wholistic nature of a palliative approach to care, it may be beneficial to select a chairperson(s) with a role that are responsible for and accountable to residents' complete care plan i.e. physicians, nurses.

### MEMBERSHIP

Interdisciplinary representation is key to ensuring that a team is providing a wholistic palliative approach to care and wholistic end of life care for residents.

Some members participation may be ad hoc depending on the LTCH's and individual resident's needs.

Committee members can be edited to suit the individual needs of the home.

- Director of Care/Assistant Director of Care (or delegate)
- Administrator
- Physician/Nurse Practitioner
- Nursing
- RAI Coordinator
- Personal Support Workers
- Registered Dietitian
- LTCH-specific allied providers (i.e. Pharmacy, Spiritual Care, Social Work, Recreational Therapy, Physiotherapy, Occupational Therapy, Music Therapy, Wound Care, etc)
- LTCH Volunteer
- External Palliative Nurse Consultant
- External Contracted Providers (i.e. Pharmacy, Spiritual Care, Social Work, Recreational Therapy, Physiotherapy, Occupational Therapy, Music Therapy, Wound Care, etc)
- External Hospice Volunteer

Members with additional education and training in hospice palliative care can be of benefit to the Palliative Care Committee. For information on Palliative Care education, contact your [Palliative Nurse Consultant](#) or check our website's [Courses](#) page.

### RESPONSIBILITIES:

The committee is responsible for the following activities:

- welcome contributions from all committee members
- maintain awareness of and be a conduit of evidence-based, best-possible practices of Palliative Care and End of Life care to the LTCH and its staff, including:

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- CHPCA Model to Guide Hospice Palliative Care
- OPCN Palliative Care Health Services Delivery Framework, Section 10: Long Term Care
- OPCN Ontario Palliative Care Competency Framework
- HQO Quality Standard: Palliative Care
- support the LTCH’s identification of Residents who would benefit from a Palliative Approach to care
- support communication, understanding and identification of palliative care needs among Residents, family and staff
- identify needs and make recommendations for continuing palliative care education and resource materials for Residents, families and staff
- review concerns or care planning for Residents with palliative care and end of life care needs
- collaborate with necessary committees or programs to improve palliative care in the LTCH (i.e. Pain Program, Quality Improvement)
- review and evaluate the effectiveness of Palliative care within the LTCH and make recommendations to the LTCH, Professional Advisory Committee/Medical Advisory Committee and staff

**ACCOUNTABILITY:**

Accountable to LTCH staff, Administration, and Residents and families of the LTCH.

**AUTHORITY:**

Can establish and support palliative and end of life care working groups/task forces/sub-committees to address specific issues relevant to the committee’s mandate, accountabilities and responsibilities.

**TERM:**

1 year

Ideally, commitment of 1 year supports continuity of committee work but also allows for rotation of roles and membership.

**FREQUENCY OF MEETINGS:**

Meetings to be held XXX and on an as needed basis.

**MINUTES:**

Minutes of each meeting will be recorded by a member of the Palliative Care Committee and copies of minutes will be circulated to the committee members at a minimum of 2 weeks in advance of the next meeting.

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### Resources

Canadian Hospice Palliative Care Association (CHPCA). 2013. Model to Guide Hospice Palliative Care, Revised. Available at <https://www.chpca.ca/wp-content/uploads/2019/12/norms-of-practice-eng-web.pdf>

Health Quality Ontario. (2018). Quality Standard: Palliative Care. Available at <https://www.hqontario.ca/Evidence-to-Improve-Care/Quality-Standards/View-all-Quality-Standards/Palliative-Care>.

*Fixing Long-Term Care Act*, S.O. 2021, c. 39. Available at <https://www.ontario.ca/laws/statute/21f39>.

Ontario Palliative Care Network. (2019). Palliative Care Health Services Delivery Framework. Available at <https://www.ontariopalliativecarenetwork.ca/sites/opcn/files/2021-01/OPCNHSDFRecommendations.pdf>

Ontario Palliative Care Network. (2019). Ontario Palliative Care Competency Framework. Available at <https://www.ontariopalliativecarenetwork.ca/resources/palliative-care-competency-framework>