

TERMS OF REFERENCE

PROFESSIONAL RESPONSIBILITY COMMITTEES

PURPOSE

In the interest of safe patient/client/resident care, and to reflect a strengthened professional practice commitment, the parties agree to a refreshed approach related to quality nursing practice. This approach will be built on trust and common goals and will enable nurses and the employer to engage in meaningful conversations around opportunities for improvement.

MEMBERSHIP

Composition of the Committee

Standing Members (Co-Chairs):

- One member appointed by the NBA (e.g. by local steward(s) or nurses)
- One member appointed by the Employer

Ad Hoc members:

- The nurse(s) with the concern
- A PR representative or a Union steward
- The immediate supervisor
- The excluded manager or excluded designate of the unit

- ★ Guests or additional participants must be approved by both Co-Chairs
- ★ In the interest of timely resolution of professional practice issues, an alternate for each Standing Member will be designated in advance and will attend on their behalf as required

A meeting of the committee shall be held within 14 days of receipt of the PR form (Article 59.05).

All efforts will be made to schedule member(s) attendance at the PRC on a scheduled shift to ensure that a member does not lose pay to attend and in the event that this cannot be done, the member will be compensated at straight time.

ROLES

General Overview

Committee Co-Chairs:

- Are equal and neutral parties who ensure thorough exploration of the issues
- Ensure an action oriented focus is used
- Ensure that processes are fair and respectful
- Identify an alternate for themselves
- Set meeting dates and coordinate notification of participants
- Adopt Terms of Reference and PR Guiding Principles
- Develop climate goals for meeting
- Ensure that the ad hoc members understand their roles and responsibilities
- Document minutes from the meeting
- Complete the PRC final report for unresolved PR issues
- Complete the “NRC Transfer Document” and send to the Health Authority NRC co-Chairs
- Complete the “SRC Consideration Transfer to Union Document” and send to the Union

PR Form Author(s):

- Presents the issues
- Proposes solutions
- Considers and provides feedback on manager’s suggestions

Excluded Manager and Immediate Supervisor:

- Listens and provides feedback to concerns and issues
- Engages in dialogue and problem-solving

PR Representative or Union Steward:

- Assists in representing the member’s interests by offering support and guidance
- Follows up with PR form author(s) prior to 30 days to determine any outstanding, unresolved actions/issues

As per Article 59.05

Action items that are jointly agreed to by the PRC shall be communicated in writing to the PR form author(s), their excluded manager or excluded designate and any other persons whose involvement is required to implement the action items. The PRC will also identify a timeframe for reviewing the action items which may vary, depending on their nature.

CHAIR

The Chair of the PRC will alternate between the two Co-Chairs

MEETING PROTOCOL

1. Agenda items will be prepared by the Co-Chairs
2. The agenda will be circulated in advance of the meeting to all parties
3. All participants are expected to adhere to the PR Guiding Principles and come prepared in the spirit of collaboration to review and seek solutions for the outstanding items listed on the PR form
4. Meetings will begin with the Co-Chairs explaining the meeting process to attendees and setting the tone for the meeting
5. All parties are encouraged to provide any relevant documentation or collaborative materials which may help the PRC appreciate and understand the major issues and recommendations related to the PR forms prior to the meeting date

PR PROCESS TIPS

Article 59.02 – Copies of the PR form are sent by the union steward to:

- PRC Co-Chairs

★ Steward to forward a copy to the Union's head office