

BC Renal Patient and Family Engagement Advisory Committee

Terms of Reference

Background and Purpose

In 2019, BC Renal published a provincial patient and family engagement framework to guide authentic and purposeful engagement in BC Renal committees and key activities.

The framework continues to serve as our foundation as we work to advance patient and family engagement.

This provincial committee, comprised of patient and family partners as well as representatives from the BC Renal Leadership Team, provincial core committees and health authority renal programs, will work to:

- Advance a provincial philosophy, culture and approach to patient & family engagement
- Provide guidance to the implementation of the patient and family engagement framework and corresponding policies
- Promote awareness of patient and family engagement activities for better kidney health in BC

Operating Values

- Partnership: Work together to co-create the deliverables of the committee
- Trust & Respect: Be open, listen and learn from one another
- Responsiveness: Be guided by diverse voices and adapt to evolving needs in the provincial renal network
- Sharing: Share widely our knowledge and expertise for collaboration

Co- Chairs

There will be two co-chairs, in the spirit of partnership: A BC Renal representative (Quality Lead, Patient-Centred Performance Improvement) and a patient representative on the committee.

Membership

Membership of the Patient and Family Engagement Advisory Committee will include

- The co-chairs of the Advisory Committee
- Up to 5 patient and family partners
- Up to 7 representatives from health authority renal programs/BC Renal core committees
- The Kidney Foundation—BC & Yukon Branch and BC Renal representatives

Patient & family partners will be selected with consideration of diversity (Indigenous and other ethnic groups, disease trajectory, residing region etc.).

Core committee representatives will be selected from different committees, health authority renal programs and professions to ensure diverse perspectives.

Term membership for patient and family partner members will be for 2 years with possible extension for up to one more year.

Term membership for representatives of health authority renal programs/BC Renal core committees as well as the Kidney Foundation—BC & Yukon Branch and BC Renal will be ongoing as it depends on the roles of the representatives. They are expected to act as liaisons of related activities in their respective organizations and enable mutual learning in advancing patient and family engagement for better kidney health.

Group members are expected to attend all meetings. If this becomes challenging, members are encouraged to have a discussion with the co-chairs.

Group Operation

The committee will meet quarterly for 90 minutes via web- or teleconference. At least one of the meetings will be held in person if circumstances permit.

Agenda packages will be circulated to members no later than 5 working days in advance by BC Renal to the committee. Work will continue between meetings, including communication via email or phone between various committee members.

Quorum

At least 2 patient partners and 2 health authority renal program/core committee representatives must be present for a meeting to move forward.

Accountability

The Advisory Committee will review its performance and report to the BC Renal Leadership Team.

Approved: May 6, 2021