



HEALTH CARE CONSENT ADVANCE CARE PLANNING COMMUNITY OF PRACTICE

TERMS OF REFERENCE

WHAT IS A COMUNITY OF PRACTICE

Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly. Three characteristics are crucial:

- The domain: A community of practice has an identity defined by a shared domain of interest. Membership therefore implies a commitment to the domain, and therefore a shared competence that distinguishes members.
- The community: In pursuing their interest in their domain, members engage in joint activities and discussions, help each other, and share information. They build relationships that enable them to learn from each other.
- The practice: Members of a community of practice are practitioners. They develop a shared repertoire of resources: experiences, stories, tools, ways of addressing recurring problems—in short a shared practice. This takes time and sustained interaction.

It is the combination of these three elements that constitutes a community of practice. And it is by developing these three elements in parallel that one cultivates such a community. Communities develop their practice through a variety of activities including: problem solving; requests for information; seeking experience; reusing assets; coordination and synergy; discussing developments; documentation; site visits; creation of materials and resources ¹and mapping knowledge and identifying gaps.

HOW COMMUNITIES OF PRACTICE CAN MAKE A DIFFERENCE

The benefits of this type of mutuality and co-participation include:

- More perspective and understanding of the problems and issues = Improved solutions
- Shared Practice = Less duplication and reduced cost and time
- Shared Knowledge = Stronger workforce and more sources of expertise
- Meaningful participation = Improved performance and outcomes
- Increased trust and confidence = Increased success and sustainability²

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Background

The Health Care Consent Advance Care Planning Community of Practice (HCC ACP CoP) was created to respond to the need for a provincial resource for Health Care Consent and Advance Care Planning practice utilizing an Ontario legal framework. Both national and provincial initiatives related to Advance Care Planning have contributed to help drive the work and activities by this group. Goals are reflective of an Ontario legal framework and reinforce the link between HCC & ACP to the public and health care providers.

¹ Cultivating communities of practice: a guide to managing knowledge. Etienne Wenger, Richard McDermott, and William Snyder, Harvard Business School Press, 2002.

² Inna Kouper, Data to Insight Centre, Indiana University, 2014.

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A key link to the HCC ACP CoP is Speak-Up Ontario, which is a partnership between HPCO and the Canadian Hospice Palliative Care Association (CHPCA) which began in February 2012. This is the Ontario version of the National Speak-Up Campaign, which provides education and Ontario based tools and resources across the province.

This Community of Practice has been in existence since 2010 in various forms. The Alzheimer Knowledge Exchange initially supported it until the spring of 2013. It continued its work after the funding from Seniors Health Research Transfer Network (SHRTN) ended, and later officially transitioned to Hospice Palliative Care Ontario (HPCO) where it has been principally led by a dedicated group of HCC ACP expert leaders.

Goals

- To create opportunities to influence policy and system issues related to Health Care Consent and Advance Care Planning in an Ontario legal framework.
- To develop as an active and engaged community of practice advancing the goals as defined by its members.
- To create awareness and educational materials and opportunities about Health Care Consent and Advance Care Planning within the Ontario legal framework.

Activities

- Participate in and/or lead regional and provincial discussions/opportunities in regard to HCC and ACP based on the Ontario legal framework.
- Support, when able, HCC ACP activities and initiatives as requested by regional and local areas.
- Discussions related to challenges, issues and opportunities to improve knowledge, consistency and practice related to HCC and ACP in Ontario.
- Creation of education materials (videos, webinars, PPT's, facilitation manuals for public and healthcare providers) based on the Ontario legal framework
- Build on existing Ontario centric materials and resources that reflect the Ontario legal framework for HCC and ACP.

Structure

The HPCO HCC ACP CoP is responsive to its membership and has evolved to meet the growing interest and demand for leadership and resources throughout Ontario. As such the current structure includes:

- **Leadership Advisory Team**
 - Appointed by HPCO, as recommended by the members of the Leadership Advisory Team, or others as appropriate, to advise HPCO and the HCC ACP CoP on opportunities, issues and solutions, as well as recommended Ontario tools, resources, promotion, awareness, etc. The Leadership Team also leads material reviews.
 - The Leadership Advisory Team consists of between 10 – 12 members
 - The Leadership Advisory Team are volunteer members that are committed to advancing awareness, knowledge and skills related to HCC ACP in Ontario and is comprised of a diverse group of experts in the legal, policy, clinical, operational, knowledge translation and implementation domains of HCC ACP.
 - Meets a minimum of 10 times a year with additional meetings as required.
 - HPCO and Leadership Team to review membership annually to:
 - Assess current members' level of engagement and participation and make suggestions for membership team adjustments as needed.
 - Ensure current membership reflects and aligns with the current CoP's priorities, activities and involvement.
 - Ensure that members are not in a conflict of interest.

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- **Champions Group**

- Appointed by HPCO, as recommended by the members of the Leadership Advisory Team, or others as appropriate, as recognized champions in HCC ACP in Ontario.
- **Regional Champions** – a minimum of two representatives from each LHIN area who have a lead role for promoting and implementing HCC ACP within their geography, ideally at a regional level.
- Required to successfully complete a 4-month orientation and mentorship training.
- Meets a minimum of quarterly to provide a forum for information exchange, knowledge transfer and share information about HCC ACP initiatives within the Ontario framework; and to promote the recommended Ontario tools and resources and build awareness.
- Members must be vigilant and exemplary in sharing resources, to ensure consistency with Ontario legal framework.
- HPCO and Leadership Team to review Regional Champion membership annually to:
 - Assess current members' level of engagement and participation and make suggestions for membership team adjustments as needed.
 - Ensure current membership reflects and aligns with the current CoP's priorities, activities and involvement.
 - Ensure that members are not in a conflict of interest.
- **Organizational (or Sector) Champions** - from across organizations (e.g., hospitals, LTC, community, social services, etc.,) that have a lead role for promoting and implementing HCC ACP within their organization, sector or community.
- Required to successfully complete the HPCO on-line HCC ACP learning program.
- Meet a minimum of quarterly to provide a forum for information exchange, knowledge transfer and share information about HCC ACP initiatives within the Ontario framework; and to promote the recommended Ontario tools and resources and build awareness.
- Members must be vigilant and exemplary in sharing resources, to ensure consistency with Ontario legal framework.
- Endorsed by their organization to take this lead role for promoting HCC ACP education and to facilitate knowledge translation within the organization or community.

- **Broad-based Community of Practice Membership**

- A group of healthcare practitioners and administrators, caregivers, policymakers, researchers, educators, and community leaders who are interested in coming together to exchange information and promote HCC ACP in Ontario;
- These CoP members make a commitment to support and learn from one another and to enhance their knowledge to advance HCC ACP in Ontario.
- Meet a minimum of quarterly to provide a forum for information exchange, knowledge transfer and share information about HCC ACP initiatives within the Ontario framework; and to promote the recommended Ontario tools and resources and build awareness.
- Members must be vigilant and exemplary in sharing resources, to ensure consistency with Ontario legal framework.

- **Working Groups**

- Additional Ad Hoc Working Groups may be identified by HPCO, the Leadership Advisory Committee, Regional Champions or Broad-based membership.
- Approved by HPCO depending on resources available to support the work.

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Platform Support

HPCO provides the HCC ACP CoP with an online version of SharePoint as the platform to support collaborative workspaces for use by leadership and working groups. SharePoint provides document storage, shared calendars, discussion forums, and private spaces for team collaboration. Access to the SharePoint site is restricted to authorized users and CoP members. The site requires a free Microsoft account which is used to validate authorized users.

Approved September 2015

Update February 2017

To be reviewed and updated annually