



LOUIS BRIER HOME & HOSPITAL

COMPANION ADVISORY COMMITTEE (the "CAC")

TERMS OF REFERENCE

PURPOSE

To provide opportunity for residents, families and staff to work together to improve and grow the companion program. By way of triennial review, or more frequently if required, of the Companion Policy and Procedures, timely address of companion program related concerns, recommendation of improvements to the program; and strong talent management efforts, this committee is formed to improve the resident experience at LBHH. The CAC aspires to help build capacity through strategic recruitment, hiring by criteria and using recognition and training as retention efforts.

GOALS AND FUNCTION

1. To recommend best practice opportunities and continuous improvement in the companion program.
2. To participate in the review of the policies (guiding principles) and procedures (series of steps to be followed as a consistent and repetitive approach) triennially, or more frequently if required, to accomplish goals and to recommend improvements to these policies and procedures.
3. To discuss companion program challenges, identify key concerns, and recommend resolutions to address those concerns.
4. To enhance the quality of service and care provided by the companion program by advising on how to enhance competencies through training.
5. To participate in the development of a strategy to promote the usefulness of companions to families and sustain this promotion program.
6. To give input into the family surveys annually, to create an opportunity for constructive feedback and suggestions from residents, families and companions in relation to the Companion Program.

MEMBERSHIP

This committee will consist of staff members, family members and residents.

- 1 Companion Coordinator
- 1 Manager of the Companion Program
- One resident representative who participates in the Companion Program

- Two family members who participate in the Companion Program – preferably representing residents from both the 1st and 2nd floor.
- 1 Companion who works with a resident at Louis Brier Home and Hospital or Weinberg Residence
- 1 Family Council Executive

MEETING FREQUENCY

Meeting to occur quarterly on the third Thursday of the month selected.

QUORUM

A quorum consists of two staff representatives and two family representatives for a total of 4 at each meeting.

REPORTING

The Companion Advisory Committee meeting will report to the Family Council, and Senior Leadership Team, on proposed changes.

DOCUMENTATION AND COMMUNICATION

- Minutes of the meetings will be recorded and kept in a binder for review.
- A copy of the minutes of each meeting will be sent to the Family Council, IPAC and QRM, and the Companion Coordinator.