



## **PRIMARY HEALTH CARE COMMITTEE**

### **Terms of Reference**

#### **Purpose/Objectives**

To actively engage in the design, implementation, and evolution of primary health care in the Province of Saskatchewan.

#### **Aims**

- To advance patient centred care.
- To engage physicians in the process of primary health care.
- To participate in primary care redesign.

#### **Composition**

The Committee shall consist of:

- the Chairman selected by the Board of Directors,
- up to seven other members appointed by the Board,
- one representative from the Section of Public Health nominated by the Section,
- two public members nominated by the Committee,
- such other members as the Committee may co-opt from time to time for specific activities/tasks,
- the Executive Director, Primary Health Services, Saskatchewan Health (ex-officio).

#### **Duties**

The Committee shall:

- consider and review matters relating to primary health care;
- represent physicians regarding issues related to primary health care;
- liaise with other health-care organizations, governmental and non-governmental agencies, and representatives to outside agencies; and
- consider any and all matters referred by the Board of Directors or the Representative Assembly.

#### **Subcommittees**

The Committee may at any time form subcommittees or ad hoc working groups to perform special tasks within the general objectives of the Committee and shall operate based on the following guidelines:

- Sub-committees shall be provided with guidelines necessary to carry out these tasks and these guidelines shall have the majority agreement of the Committee.

- Minutes of all meetings of subcommittees shall be circulated to members of the Committee.
- The Chair of the Committee shall be an ex-officio member of all subcommittees.
- Ad hoc working groups shall have a limited time to fulfill their task and then be disbanded

### **Meetings**

- The Committee shall meet at least quarterly with additional meetings at the call of the Chair.

### **Membership**

- The usual term of office for members shall be a maximum of three terms of two years.
- The usual term of committee chair shall be up to two additional two year terms.
- The Board of Directors, in its discretion, may extend the number of terms where the expertise and/or contribution of a committee member or chair is vital to the ongoing work of a committee.
- The Committee shall review the membership of a member who has failed to attend three consecutive meetings.

### **Responsibility**

The Committee shall report to the Board of Directors.