

Provincial Advisory Committee

Meeting Minutes – April 29, 2019



ONTARIO
CLRI

Centres for Learning,
Research & Innovation
in Long-Term Care

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This document is a summary of the discussions between the Ontario CLRI and the Provincial Advisory Committee (PAC).
Contact the Ontario CLRI at info@clri-ltc.ca for a detailed account.

TERMS OF REFERENCE & MEETING PLANNING

ANNUAL REVIEW OF THE TERMS OF REFERENCE

Recommendations made for changes to existing Terms of Reference:

- Have Quorum reduced to 50% plus 1 - but goal is to have more members to attend to ensure many perspectives are represented
- Allow PAC members to send a stand-in representative if appropriate
- Will not add additional meetings in 2019
- Confidentiality: Ontario CLRI data, materials or information obtained during participation on the Committee that are not generally available to the public will be kept confidential and will not be shared outside of the committees.
- Accountability: Meeting minutes will be available to the public via Ontario CLRI website. Discussion and comments will not be attributed to individual members.

REVIEW OF ROLES AND RESPONSIBILITIES

PAC Comments	Ontario CLRI response
1. Infrequent meetings may make it challenging to fulfill responsibilities.	1. Ontario CLRI benefits from PAC input, which can contain different expertise than exists within Ontario CLRI team.
2. Roles described in the TORs reflect what was discussed.	2. The timing and focus of PAC meetings aim to be aligned with the Ontario CLRI’s planning and reporting cycle, which is set by Ministry of Health and Long-Term Care (MOHLTC); input given in PAC meetings is critical to these documents.
3. PAC would like to hear from CLRI how has advice/guidance being used?	3. Ontario CLRI also reports to PAC as well, e.g., annual report seen by MOHLTC and PAC, with summary shared publicly.
4. Members would like to know how they fit into the bigger picture in the Ontario CLR; people are looking for opportunities for collaboration.	4. PAC sub-committees described in the TORs

have not yet been formed.

- 5. Instead of PAC sub-committees, individual collaboration opportunities have been organized over the year. Will also explore how to engage PAC members further in Ontario CLRI internal working groups (some already have PAC members).

Question discussed: What ways do PAC members see for individual collaborations?

Are there things preventing PAC members from easily identifying collaboration opportunities?

General response:

- 1. Communication is open and PAC members feel comfortable reaching out to the CLRI team.
- 2. Progress reports or summaries of initiative would help PAC members to share information about the work of the Ontario CLRI.
- 3. An online platform where PAC members could access documents would be helpful for communication.

DISCUSSION ON ONTARIO LTC SECTOR HEALTH HUMAN RESOURCES (HHR) RECRUITMENT AND RETENTION ISSUES (INITIATED BY PAC)

Comments on HHR Crisis	Ontario CLRI response
<p>1. Many in Ontario perceive that challenges are mounting for HHR in the LTC sector – for example, if one team member is sick, there is no replacement, so team members and residents suffer. PSWs are human beings giving care to human beings. PSWs deserve recognition and to be appreciated.</p>	<p>1. Ontario CLRI has identified HHR-related activities in this year’s workplan and will present opportunities for collaboration as they arise.</p> <p>2. For example, initiatives to engage secondary schools will continue. Other opportunities may involve coordinating or helping to weave</p>

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| <p>2. By listening to stakeholders and looking into what research is available, the Ontario CLRI can provide evidence-base that others can use for advocacy.</p> | <p>together the work that is already happening. The Ontario CLRI does not have an advocacy mandate.</p> |
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REVIEW OF MEMBERSHIP

Organization	Number of Representatives
AdvantAge Ontario	1 representative
Colleges and/or Universities	1 of each relevant group or association
Family Councils of Ontario	1 family representative 1 association representative
Health Quality Ontario	1 representative
Ontario Association of Residents’ Councils	at minimum 1 resident representative (currently 2) 1 association representative
Ontario Long Term Care Association (OLTCA)	1 representative
Ontario Long Term Care Clinicians (OLTCC)	1 representative
Long-term care homes	4 representatives

PAC recommendations:

1. Consider bringing in representation from Pharmacy. However, would this mean that other professions should be considered too?
2. Another Northern representative – especially from Colleges – would be valuable.
3. A Francophone perspective would also be valuable.
4. When reviewing the number of PAC members, take into consideration what is a reasonable sized committee to manage.

DISCUSSION OF 2019-2020 MEETING PLAN

2019	Format	Focus
April 29	In Waterloo	Plan for year’s activities, RIA showcase
June 17	Teleconference	Year-in-Review & Feedback on Annual Report
Sept 9	Teleconference	[to be determined]
Nov 4	Teleconference	Brainstorming for future implementation plans
2020		
January 29	Teleconference	Implementation Plans
April	In Ottawa	Annual review of TOR, Bruyère showcase

Decisions:

1. As part of the PAC initiation, it has been helpful to tour host centres to learn about their flagship projects. After visiting Ottawa, regular written updates will be sufficient. Discussions at the meetings are very valuable for members.
2. Before each meeting, PAC members will be invited to contribute agenda items.
3. Consider adding space for brainstorming or opportunity for members to share ideas about their challenges.
4. Meeting material will be shared at least 10 days prior to the meeting.

ONTARIO CLRI 2019-20 IMPLEMENTATION PLAN

REVIEW OF ONTARIO CLRI INITIATIVES RELATED TO STUDENTS, COLLEGES AND UNIVERSITIES

Discussion

- PAC members were very interested in the new [bridging partnership guides](#) that secondary schools and LTC homes could use. Sharing some of these tools with colleges' high school recruiters would be beneficial too.
- PAC members highlighted need to create opportunities for students as volunteers in LTC home. Many LTC homes have robust volunteer programs already in place that could also help optimize grade 12 summer placements.
- Elements of these toolkits might be also useful for or be adapted for all volunteer recruitment.
- What tools would we need to reach those going into second careers (from other parts of healthcare or beyond)?
- **Update sheets with 2018-2019 achievements by [CEoL Fund](#) and [PSW Training Funds](#):** PAC members underlined the need to help those homes take advantage of these learning opportunities that cannot send PSWs out of the home for training due to staffing shortages. PAC members were invited to contribute their knowledge through the CLRI Knowledge Mobilization Working Group on how to achieve a full provincial program reach, one that covers all segments of the sector.

OVERVIEW OF ONTARIO CLRI KNOWLEDGE MOBILIZATION PRIORITIES FOR 2019-2020

Questions discussed:

How are LTC homes and colleges/universities currently working together to educate students about topics related to LTC?

- The OARC education team is working with some post-secondary schools to give two-hour presentations to students and would like to expand that and bring the CLRI activities to these presentations. These are high impact presentations that help students think differently about LTC and their future in the sector.
- peopleCARE partners with U of Guelph MBA program to offer an elective in leadership in senior living (week-long intensive with speakers from LTC sector). This is another high impact initiative due to MBA students' limited knowledge about opportunities in senior care for their careers.

- LTC homes are working hard to attract high school students trying to fill their required volunteer hours.
- Have colleges experienced an increase in international students in PSW programs?
 - Overall, international students make up a growing portion of students and are here to stay afterwards.
 - There are discussions related to attracting more immigrants in the provincial budget that may be relevant to Ontario CLRI.

Are there opportunities to align Ontario CLRI programming with PAC initiatives?

- Ontario CLRI activities could help ensure training programs are filled by providing resources to support colleges in their recruiting efforts.
- Ontario CLRI could pull together research on what are the barriers to students entering PSW track, barriers to staying in the job after PSW does their training. What tools are needed to help overcome these barriers at each stage?
- Supporting LTC homes to provide jobs for high school students with meaningful placements and jobs.

2018-19 ANNUAL REPORT AND SUMMARY CONTENT IDEAS

- Discuss how decisions are being made and acknowledge those who are advising CLRI.
- Include quotes from the resident or clinicians and family voice about how Ontario CLRI training has impacted their lived-experience.
- Capture the multiplication factor in statistics – e.g., the number of hours CLRI-trained Trainers taught others.
- Quantitative data should also include the change from the previous year and tie in to residents/families impacted – it may require a footnote because it's not a direct correlation, but still important to put in stats for residents impacted (e.g., for every PSW you are affecting 4-5 residents.)

Note: As part of the in-person meeting hosted at one of the Ontario CLRI sites, members of the PAC took a tour of University Gates and engaged with members of various project teams ([GeriMedrisk](#), [Living Classroom](#), [CHOICE+](#), etc.).

APPENDIX A

TERMS OF REFERENCE

Provincial Advisory Committee

Ontario Centres for Learning, Research and Innovation in Long-Term Care

April 2019

I. Background:

The Ontario Centres for Learning, Research and Innovation in Long-Term Care (CLRI) build capacity through innovation and collaboration in **education, research, and knowledge mobilization**. The Ontario CLRI is funded by the Ontario Ministry of Health and Long-Term Care and is hosted by Baycrest Health Sciences, Bruyère Research Institute, and Schlegel-UW Research Institute for Aging. The Ontario CLRI Provincial Advisory Committee advises the Ontario CLRI Steering Committee.

II. Role and Governance:

CLRI Provincial Advisory Committee members will:

- provide advice and guidance on CLRI initiatives, including the 5-year implementation plan,

- share knowledge, resources, and innovative practices for potential spread across the sector,
- communicate back to key decision makers in their respective constituencies as appropriate,
- identify priorities and challenges for long-term care homes,
- identify opportunities for collaboration, networking and knowledge exchange,
- provide feedback on CLRI tools, resources and other communications, and
- participate in sub-committees as required.

III. Structure and Membership:

The CLRI Provincial Advisory Committee (PAC) will be comprised of stakeholders in long-term care committed to advancing the mandate and contributing to the success of the CLRI Program. The CLRI Steering Committee (including CLRI executive leads and CLRI managers) will be ex officio members.

Committee meetings will be held 4-6 times per year via teleconference and/or in-person, resources permitting.

The agenda will be based on input from PAC members and the CLRI Steering Committee.

The CLRI PAC Chairs will organize, plan and facilitate the CLRI Steering Committee meetings and follow up on action items.

The Committee will include representatives from:

- AdvantAge Ontario (one association representative)
- Colleges and/or Universities (one representative of relevant group or association)
- Family Councils of Ontario (one family representative and one association representative)
- Health Quality Ontario (one representative)
- Ontario Association of Residents' Councils (at least one resident and one association representative)
- Ontario Long Term Care Association (OLTCA) (one association representative)
- Ontario Long-Term Care Clinicians (one representative)
- Long-term care homes nominated by OLTCA and AdvantAge Ontario to collectively represent the diversity of the sector with respect to size, ownership, northern/rural status, resident population, etc. (4-5 long-term care home representatives).

For a meeting to proceed, there must be a quorum of 50% + 1 members, including any appointed delegates, attending either in person or via teleconference. Members may serve renewable two-year or three-year terms. At least one member will represent Northern issues.

Committee membership and terms of reference will be reviewed annually.

- IV. Resources and Budget:** The Ontario CLRI's central support funds will support the coordination and hosting of the meetings and eligible travel expenses for in-person meetings.
- V. Conflict of Interest:** Any actual, apparent or potential conflicts of interest related to CLRI business will be disclosed at the beginning of each Provincial Advisory Committee meeting and to the CLRI Steering Committee to determine what action, if any, is required arising from the conflict of interest.
- VI. Confidentiality:** Ontario CLRI data, materials or information obtained during participation on the Committee that are not generally available to the public will be kept confidential and will not be shared outside of the committees.
- VII. Accountability:** Meeting minutes will be available to the public via our website. Discussion and comments will not be attributed to individual members.



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