

Southeastern Ontario
Best Practice Implementation Working Group
Terms of Reference
2018-06-05

Purpose:

The Southeastern Ontario Best Practice Implementation Working Group will provide leadership to establish a successful and sustainable collaboration and continuity mechanism to develop optimal management strategies for individuals with co-morbid moderate to severe traumatic brain injury and mental health issues or addiction/substance use issues.

Role/Function:

1. Establish membership that is representative of the continuum of care.
2. Explore options for mechanism including process for addressing individual client needs and documentation.
3. Develop evaluation plan with metrics and targets.
4. Trial and revise the mechanism.
5. Develop sustainability plan.
6. Determine initial venues to showcase the mechanism.

Accountability Reporting Structure:

The Southeastern Ontario Best Practice Implementation Working Group will report directly to the Ontario Neurotrauma Foundation.

Membership:

- Kathi Colwell Program Manager, in-patient ABI, Providence Care Hospital, Kingston, Co-Lead
- Dawn Downey, Operational Readiness Leader, Providence Care, Kingston, Project Facilitator
- Dr. Martin Logan, Neuropsychologist, Community Brain Injury Services (CBIS), Providence Care
- Terry Landry, Director Regional Specialty Mental Health, Providence care
- Dr. Louise Good, Community Addictions Practice, Community Family Physician rep
- Mary Lou Jaansalu, Family Lived Experience representative
- Matt Ormsbee-Posthumus, Access to Care and Transitions Specialist, in-patient Mental Health, Providence Care Hospital
- Myra Emery, Psychiatric Social Worker, in-patient Mental Health, Providence Care Hospital
- Karen Brown, Manager, Home and Community Care (hospital access/intake teams), SE LHIN
- Dr. Jessica Trier, Psychiatrist, ABI program, Providence Care, Kingston, co-Lead
- SEO ABI System Navigator
- Dr. Ruzica Jokic, Psychiatrist, Providence Care Hospital
- Mary Grattan Giele, SE LHIN Director Intake Processes
- Karin Carmichael, VP Community Programs, Providence Care
- Nicole Chenier-Hogan, Nurse Practitioner, Neurosciences, Kingston Health Sciences Centre, KGH site
- Jennifer Gravelle, Regional Manager Community Mental Health, Correctional Service of Canada, Federal rep
- Ruth Dixon, Correctional Service of Canada, Provincial rep
- Cara Tudor Price, Client Lived Experience representative
- Dr. Adriana Carvalhal, Psychiatrist, Consultation Liaison, (Emergency Room

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- Travis Mitchell, Community Coordinator, Street Health, Kingston rep)

Key Consultants:

- Judy Gargaro, Clinical and Systems Implementation Associate, ABI, Ontario Neurotrauma Foundation (ONF)
- Kathy Baker, Regional Director, Behavioural Supports Service and Seniors Mental Health (Community), Providence Care
- Kathy Miller, Privacy Officer and Project Lead, SE LHIN
- Rod Albrough, Manager, Decision Support, Kingston Health Science Centre, KGH site (pending)
- Pam Havery, Executive Director Interval House, Women's Shelter for victims of domestic violence, Kingston
- Joni Hartman, Project Manager, Community Brain Injury Services (CBIS), Providence Care
- Lindsay Yarrow, Director of Care, Addictions and Mental Health Services for KFLA, Kingston, Ontario
- Mary McDonald, Director Quality and Risk, Providence Care
- Darcy Woods-Fournier, Senior Director Mental Health Services, Providence Care Hospital
- Dr. Claudio Soares, Head of Psychiatry, Queen's University

Corresponding Members:

- Brenda Luffman, Director of Professional Practice and Chief Nursing Executive, Providence Care, Kingston

- Janine Mels-Dyer, Senior Director, Complex, Rehabilitative and Palliative Care, PCH

Meeting Frequency:

The Southeastern Ontario Best Practice Implementation Working Group will meet 10 times between April and December 2018.

Agenda/Minutes:

Meeting summaries will be sent out after each meeting as prepared by the Project Facilitator and reviewed by the Co-Leads. The Project Facilitator will distribute any pre-meeting materials.

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Implementation Working Group Norms:

- Adopt principles of respectful participation:
 - Speak with intention, say what matters
 - Listen with attention and without judgment – respectfully try to understand others' perspectives knowing your perspective is not the only one
 - Be aware of your impact, be thoughtful and considerate of others
 - Commit to making a contribution that is helping our work today, helping us move forward
 - Be fully present
 - Be aware of your 'air time', let everyone have a chance to speak
 - Be open
 - Speak for yourself only, let others speak for themselves
 - One person speaking at a time
- Be prepared for meetings (read pre-circulated material in advance of meeting; prepare to provide succinct verbal report of work since previous meeting)
- Share key messages with all stakeholders

Terms of Reference:

The Terms of Reference will expire with the completion of the work in December 2018.

Original Approval Date: 06 April 2018