

BC Public Advisory Network Terms of Reference

1. Background

The BC Public Advisory Network (BC-PAN) brings the public voice and perspective to multiple health regulators in the province whose shared mandate is to serve and protect the public. The BC-PAN is currently in a pilot phase.

The health regulators (college partners) involved in the BC-PAN include:

- BC College of Nursing Professionals
- College of Dental Surgeons of BC
- College of Massage Therapists of BC
- College of Occupational Therapists of BC
- College of Pharmacists of BC
- College of Physical Therapists of BC
- College of Physicians and Surgeons of BC

A representative from each college may attend each BC-PAN meeting; however, the level of involvement by the college partners may vary depending on their interest in the topics being discussed. Additional colleges are welcome to join the group at any time.

2. Mandate

The BC-PAN is guided by these terms of reference. The role of the BC-PAN is to review and provide insight to the college partners on the topics discussed at the group meetings. The primary goal of BC-PAN is to encourage more comprehensive and meaningful public engagement on important issues related to health-care regulation in the province.

While public input and participation is extremely important, the BC-PAN does not have any binding decision-making authority. Formal and informal output of the BC-PAN will be used as prioritized advice by the college partners involved and inform development of recommendations. While every effort will be made to respond to or incorporate the input and comments of the BC-PAN, the final decision on all matters resides with the college partners.

3. Membership term

The BC-PAN will be comprised of public members from a diverse range of stakeholder groups and backgrounds. The group will include up to 15 members during the pilot phase.

Public members may sit on the BC-PAN for two years, with the possibility of one extension for a maximum of a four-year term. The college partners may terminate a public member's position. If such action is taken, the decision and rationale will be shared with the network.

4. Membership expectations

Members at the BC-PAN meetings are expected to adhere to the following core principles:

- a. It is expected that members inform the college partners of any potential or perceived conflict of interest prior to joining the BC-PAN (an example of a conflict of interest may be when an individual has two relationships that compete for the individual's loyalties, resulting in a bias in decision-making).
- b. Members should not request that items outside of the mandate of the BC-PAN be discussed at meetings.
- c. Members should participate fully in discussions but not dominate the discussion.
- d. Members should speak one at a time and not interrupt other members while they are speaking.
- e. To ensure equal participation, the facilitator will guide conversation. Members should remain focused on the set agenda topics. Members wishing to hold private discussions shall move outside of the meeting room while the meeting is in progress.
- f. Members should not use foul language.

Members must sign the Code of Conduct (appendix A).

5. Meetings

Meetings will be facilitated by an independent facilitator. Members may be requested to review material in advance of meetings.

The pilot phase will be comprised of two meetings. Following the pilot phase, the operational phase will commence, where the group will meet four times per year. Meetings will be held during the day (9 a.m. to 4 p.m.) in Vancouver. Meetings may be held on various college partner premises, based on availability, or by utilizing alternative communications platforms.

An agenda will be circulated prior to each meeting.

There may also be opportunities for the public members to participate in ad-hoc engagement initiatives, such as surveys or teleconferences, presented by the college partners individually.

6. Follow-up

A synopsis of the meeting (meeting minutes) will be circulated after each meeting so that all members have the opportunity to review and comment.

Members will receive an impact summary on an annual basis, which will outline how the college partners have been able to utilize feedback from the BC-PAN in their regulatory work.

7. Expenses

Members will be compensated for their meeting attendance and complimentary meals will be provided for members during meetings. Members travelling to Vancouver to attend the meetings will have necessary travel expenses reimbursed as per the BC-PAN Expense Policy.

APPENDIX A: CODE OF CONDUCT

1. To promote a culture of mutual trust, respect, professionalism, integrity and accountability of the BC Public Advisory Network, members are expected to adhere to the following:
 1. Members must actively participate in all meetings.
 2. Members must be courteous, listen to others and respect the opinions of others.
 3. Members must not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability, or any other personal insults toward other members and/or to the facilitator and college partners.
 4. Members must not disclose any information received in preparation for, during or coming from the discussions of the BC-PAN, whether orally or in writing, except to other members of the BC-PAN, unless authorized by all college partners.
 5. Members must not disclose the BC-PAN's recommendations until this information is shared publicly elsewhere.
 6. Members must refrain from engaging in conduct that would discredit or compromise the integrity of the BC-PAN or the colleges involved.

Acknowledgement

I, the undersigned, _____, acknowledge that I have read and understand the Terms of Reference of the BC Public Advisory Network (BC-PAN), the Expense Policy, and this Code of Conduct. I hereby confirm my commitment to fulfilling my duties as a member of the BC-PAN in accordance with the Terms of Reference, Expense Policy, and this Code of Conduct.

I understand that by signing this, I am bound by this Code of Conduct, Expense Policy and by the Terms of Reference. I also understand that if I do not act in accordance with these documents, I could be dismissed from the BC-PAN.

Printed name: _____

Signature: _____

Date: _____