

## **Ethics Committee Terms of Reference**

### **Purpose**

To ensure corporate policies, practices and patient care reflect the Mission, Vision and Values of West Haldimand General Hospital and the highest standard of ethical practice.

To provide and encourage the use of resources that promote discussion and resolution of ethical situations that are encountered by patients and staff.

To contribute to policies and decisions to ensure they reflect ethical principles.

To support ethics case consultation and ethics review.

To support ethics education.

### **Responsibilities**

To participate and provide input into policy, procedures and governance processes.

To partner with hospital leaders to ensure that medical staff, employees, and volunteers understand and adhere to the organizational code of conduct, legal and regulatory standards.

To promote an environment sensitive to diversity that recognizes differing patient and family's values and is conducive to the highest standard of ethical practice.

To promote educational opportunities on ethics for hospital staff and community partners.

To provide regular awareness activities that would inform all stakeholders of ethics recommendations, activities and changes within the organization.

To provide formal opportunities for staff to regularly present ethical issues for input from the Ethics Committee.

To inform all hospital staff, patients, families and the community of the formal case consultation process.

To communicate outcomes of specific case consultations to relevant stakeholders.

To participate in the hospital accreditation process.

To develop an annual workplan.

To undertake an annual self-evaluation of the Committee's ability to meet its mandate.

To identify ethical implications of provincial and federal legislation and leading court decisions as they affect health care and mental health.

### **Accountability**

The Ethics Committee is accountable to patients, families, staff and stakeholders. The Committee reports to the Board Quality Committee through the Corporate Quality Committee and will send minutes to the Senior Leadership Team.

### **Membership**

Senior Team Member  
Chaplain  
Nursing Staff  
Allied health Staff  
Quality and Risk Manager  
Management Staff  
Community Member  
Volunteer  
Education Representative  
Physician(s)  
Ethicist (ad hoc)

The first chair will be appointed by the Senior Leadership team for a term of 2 years. The chair will be elected, thereafter, by the Ethics Committee for a 2 year renewable term.

Membership of the first Ethics Committee will be appointed by the Management Team. Membership will be 2 year renewable terms.

Members are expected to be available for 6 meetings per year and be prepared to participate in team-based reflective ethical discussions.

### **Procedures**

**Confidentiality:** All matters discussed by the Ethics Committee will remain private and confidential. Recommendations generated by the committee will be shared with the appropriate stakeholders.

**Frequency:** A minimum of 6 meetings will be held per year. Additional meetings may be held at the call of the chair.

**Agenda and minutes:** Will be prepared and circulated 7 days prior to the meeting. Administrative support will be provided by the Administrative Assistant, Clinical Services.

**Quorum:** A simple majority.

**Reporting:** Reports of meetings will be forwarded to the Corporate Quality Committee and the Senior Leadership Team.

**Recommendations:** Will be made and forwarded to the Senior Leadership Team through the Senior Administrative representative on the Committee.

**Policies:** New or revised policies, especially those with corporate impact, will be standard agenda items for each meeting. Ad hoc meetings will be called to expedite the content review as required.

**Sub-Committees:** the Ethics Committee may create ad hoc sub-committees as required.

**Terms of Reference:** the Terms of Reference will be reviewed annually.

**Workplan:** A workplan will be prepared and reviewed annually.

**Self-Evaluation:** The Committee will complete a self-evaluation annually.