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| **TERMS OF REFERENCE**  **Priority # 3: Hospital Care Resource Committee  Discussed 2017 | Pending Approval** | |
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| **Overview WRSPC 3 Key Priorities** | At the WRSPC Strategy day on November 24, 2016 the following 3 Key Priorities were determined.  **Priority #1**  • Stress & Resilience Strategies -Ideas discussed included adding resources to the website, how to appeal to males, and how to present stress and resilience in a cultural way, and what is the best language to use (eg- life promotion vs suicide prevention), and how to build resilience in isolated groups such as first responders, military, seniors, and a variety of other isolated groups  **Priority #2**  • Research – Discussed pulling together a working group to look at how best to proceed -Cultural Impact - Who & Why - Feedback Loop -In/out of View - Media  **Priority #3**  • Hospital Care Resource - Already have buy in from GRH and CMH - Want to look at care packages for the 2/3 of individuals who present at hospital with suicidal thoughts that do not get admitted |
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| **1.0**  **Purpose** | The Hospital Care Resource Committee:   * To research and develop a hospital care resource for those who come to the Emergency Room with suicidal ideation/behaviour at Grand River and Cambridge Memorial hospitals but are not admitted. |
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| **2.0**  **Goals** | * Conduct an evidence-based understanding of what people and their support circle need in keeping safe from suicide (defined in time) following presentation of suicidal thoughts at the hospital ER. * Equip people with informed, evidence-based, sustainable package/supports to keep them safe. * Evaluate outcome of initiative. |
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| **3.0**  **Objectives** | * Write the Request for Proposal (RFP). Hire a research person through an RFP process. * Supervise project. [Oversee researcher conducting an environmental scan to identify current system needs.] Priority 3 Committee to disseminate information from research findings to hospitals as committee sees fit. * Continue to foster collaborative relationship between WRSPC and Waterloo Region hospitals (Grand River & Cambridge). * Apply findings throughout Waterloo Region hospitals. |
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| **4.0**  **Membership** | The Hospital Care Package Committee shall consist of the following staff, as designated as follows:  Current Members:  **Waterloo Region Suicide Prevention Council [Co-chair] –** Elisa Brewer-Singh  **Grand River Hospital –** Catrina Clark  **Cambridge Memorial Hospital –** Susan Markides  **Canadian Mental Health Association Waterloo Wellington [Co-chair] –** Kim Hewitt  **Suicide Action Wilmot Wellesley –** Laura McShane  **Community –** Debbie Emery  **Community –** Rondi McFarlane  **Community –** Adrienne Luft  **Special Contributions by** **–** Danielle Trecroce   * Additional members from external agencies will be appointed to the committee as needed |
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| **5.0**  **Meetings** | **Meetings**:Monthly  **Location:** Erb and Good Funeral Home  **Recorder:** WRSPC Staff Lead to record minutes  **Facilitator/Chair:** Responsible for agenda, delegation, arranging meetings. |
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| **6.0**  **Roles & Responsibilities** | **Facilitator/Chair:**   * Shall prepare an agenda, schedule meetings, and invite members accordingly * Record minutes * Facilitate meeting discussions by following an agreed upon agenda * Distribute minutes via email * Ensure terms of reference are followed * Participate in the completion of tasks * Shall be primary staff contact person for any external staff or person that is brought into do work on this committee   **All members:**   * Attend meetings * Keep up to date with minutes * Participate in discussions * Participate in the completion of tasks arising from meetings and in between meetings. |
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| **7.0**  **Reporting** | * Hospital Care Resource Committee updates are provided at the monthly WRSPC meeting. |