

**HSPnet-Saskatchewan (SK) Advisory Committee  
Terms of Reference  
Jan 2016**

**Reporting and Accountability**

The HSPnet-SK Advisory Committee is accountable to:

- The Advisory Council on Clinical Education (ACCE) in their capacity as the HSPnet-SK Management Committee,
- Clinical Learning and Interprofessional Practice Unit (CLIPP) as the lead agency for HSPnet in Saskatchewan
- The HSPnet-SK user community to ensure effective management and expansion of HSPnet within Saskatchewan.

**Membership**

Membership will include:

- Equal, or close to equal, representation of HSPnet Users from receiving agencies (Health regions, Saskatchewan Cancer Agency) and placing agencies (educational institutions).
- At least three HSPnet users from different Educational Institutions and ideally from different programs.
- At least three HSPnet users from three different Health Regions, including the Saskatchewan Cancer agency.
- A representative from the Clinical Learning and Interprofessional Practice Unit

**Meeting Schedule**

- Three times per year and as needed to provide recommendations to ACCE, CLIPP and Saskatchewan HSPnet user community. Email will be utilized for minor issues between meetings.
- Meetings shall be held in venues that allow for teleconferencing/videoconferencing.

**Key Responsibilities**

- Provide a forum in which issues and concerns can be brought forward to be addressed by CLIPP, ACCE or other appropriate groups.
- Receive discussion items from ACCE for consideration and recommendations.
- Establish clear processes for communication among HSPnet users.
- Set priorities for implementation, rollout, and ongoing education and training for HSPnet users in Saskatchewan.
- Participate in the planning and implementation of the annual User Group meeting.
- Advise ACCE regarding Saskatchewan issues requiring new or revised national policy

considerations.

- Make recommendations to the representatives on the National Steering Committee and other National HSPnet sub-committees.
- The Chair is responsible to attend HSPnet SK Management Committee meetings as a representative of the HSPnet SK Advisory Committee.

### **Decision Making**

- Recommendations will be brought forward to ACCE if 75% or more of the committee is in agreement.
- A quorum of 50% of the committee plus one must be in attendance (or vote via email in advance) in order to vote on recommendations to go forward to ACCE.
- Electronic voting can be utilized when accompanied by appropriate background information.

### **Facilitation and Support**

- CLIPP generates the agenda for the meetings, arranges the venue, and provides secretarial support to take minutes.
- CLIPP will chair committee meetings
- CLIPP will circulate minutes electronically after committee meetings.
- CLIPP will be responsible for communicating recommendations from the committee to ACCE.

### **HSPnet-SK Advisory Committee Member Description of Responsibilities**

Each representative agrees to:

- Attend committee meetings in person or by tele/videoconference as available, and actively participate. Should they not be able to attend they will try to find an alternate to attend.
- Be accountable to the user group which they represent regarding issues related to HSPnet utilization in Saskatchewan.
- Report back to the group which they represent as appropriate regarding the activities of the HSPnet-SK Advisory committee.
- Assist in developing and maintaining positive relationships between the educational institutions, and health care agencies to ensure that HSPnet is effectively utilized to facilitate student clinical placements for all health science students.
- Make recommendations to ACCE and CLIPP on HSPnet budget related issues and strategic planning.
- Be knowledgeable regarding the clinical placement needs of health science students, health care agencies and HSPnet.
- Maintain confidentiality of items as appropriate.

## Reporting Structure for the HSPnet-SK

