

Expression of Interest

The Northwest Territories Health and Social Services Authority (NTHSSA) is seeking a **Patient/Citizen Advisor** to participate on the **Territorial Ethics Committee** (TEC). The Patient/Citizen Advisor will receive compensation for their time.

What is the purpose of the Territorial Ethics Committee?

The purpose of the Territorial Ethics Committee is to:

- a) Review ethical issues, dilemmas and concerns relating to health and social services identified matters, and to provide guidance, recommendations and consultation.
- b) Provide guidance and support to the development, revision and implementation of procedures and/or processes which impact ethical issues in client/patient/family/community care.

Why a Patient/Citizen Advisor?

Research has shown that involvement of Patient/Citizen Advisors in health care organizational discussions and decision making helps increase accountability and transparency, ensures that efforts address patient concerns, and improves quality of care. Additionally, Patient/Citizen Advisors have an opportunity to be part of a meaningful change and contribute to the advancement of health care in the NWT.

Roles and Responsibilities

As a committee member, the Patient/Citizen Advisor will:

- Participate in case consultation and/or review of prospective or retrospective ethical concerns.
- Oversee the Ethical Decision Making Framework Model for NWT health and social services operations to aid staff and management in ethical decision making.
- Ensure health and social services operations articulate ethical values and assist in recommending policies to address areas of ethical concern (e.g., end of life, waiting list, resource allocation).

As a Patient/Citizen Advisor on the Territorial Ethics Committee (TEC), it would be expected that the successful candidate:

- Regularly attends and participates in TEC meetings
- Contributes to meeting discussions
- Assists the committee in understanding the patient/citizen/public/cultural perspectives that are relevant to TEC initiatives.

- Introduces public members to TEC and collects feedback for quality improvement
- Participates in appropriate training and support activities
- Participates in any evaluation of this role or the activities
- Provides a patient/citizen perspective to TEC so materials, processes, and delivery can be improved
- Positively represents the NTHSSA

Qualities/Qualifications

The successful candidate will:

- Have an independent, and self-motivated drive; seeking opportunities to share
- Have experience accessing health and social services in the NWT (as a patient or caregiver)
- Have a diverse background
- Be trustworthy, and professional in demeanor
- Have a high level of comfort with public speaking, engaging people, and responding to questions
- Have skills in technology to use the computer, and communicate via email, and electronic documents.
- Have a passion for ethics, client care and culture
- Have excellent communication skills
- Respond to requests, queries, and/or deliver materials in a timely manner

The successful candidate will be eligible to serve if they are:

- A Canadian citizen or permanent resident as defined by the Immigration and Refugee Protection Act;
- At least 19 years of age;
- Knowledgeable regarding the purpose, roles and responsibilities of the TEC;
- Experienced with a proven track record for participation in regional and territorial organizations or committees;
- Available for and committed to full participation as a committee member;
- Prepared to sign a statement of ethics and confidentiality related to their duties;
- Able to demonstrate that they are not in a position of conflict with respect to their role as a committee member.

Candidates cannot serve as a member of the TEC if:

- They or their spouse work for or provide services for the health and social services system within the region;
- They are a Member of the Legislative Assembly or a Member of Parliament of Canada;

- They have, within the last three years, been convicted of an offence under the Criminal Code and were sentenced to a term of imprisonment.

Time Commitment

Members will be appointed for a term of three years.

The committee will meet a minimum of six times per year. The committee will endeavor to have monthly meetings by teleconference once established. Some travel to Yellowknife will be required to participate in quarterly meetings or orientation/training.

The Territorial Ethics Committee will be comprised of:

- Northwest Territories Health and Social Services Authority (NTHSSA) Director of Quality, Safety and Client Experience (Chair; a co-chair will be selected who resides outside of Yellowknife)
- Territorial Medical Director (or designate physician representative)
- One member from each region within the NTHSSA (total of 6)
- One member from Hay River Health and Social Services Authority (HRHSSA)
- One member from Tłı̄chǫ Community Services Agency (TCSA)
- One patient/citizen advisor

What You Can Expect

The successful candidate can expect to be:

- orientated to the NTHSSA and introduced to Ethical Decision Making Framework Model;
- trained on how to respond to a variety of questions and comments from other citizens, and clear guidelines for messaging;
- called upon to provide insight and perspective during TEC discussions (either during meetings or by email);
- given an overview on the expense and honoraria claim procedure;
- given a package of materials to inform their work as a Patient Advisor; and
- offered training and ongoing support by the TEC members and ethicist.

Honoraria

For work on official business, the honorarium entitlement for individual appointments is:

- up to \$250 per day;
- \$125 (50%) per half day (3.5 hours or less)

How to Apply

Applications are due March 8, 2019 by 5pm MST and are accepted by e-mail to the address provided below. The application must include your resume along with a

cover letter explaining why you are interested in this role and how you feel you will be able to contribute to the TEC.

Upon initial evaluation of applications, selected candidates will be contacted to attend an interview. The successful candidate will be required to provide a criminal records check.

If you have any questions about the application process, please contact NTHSSA_Ethics@gov.nt.ca.

Expression of Interest - Territorial Ethics Committee Members

I am interested in the following committee position:

- Northwest Territories Health and Social Services Authority representative (select region):
 - Beaufort Delta
 - Dehcho
 - Fort Smith
 - Sahtu
 - Stanton Territorial Hospital
 - Yellowknife
- Hay River Health and Social Services Authority (HRHSSA) representative
- Tłı̄chǫ Community Services Agency (TCSA) representative
- Public representative (select region)
 - North - Community of residence: _____
 - South - Community of residence: _____
 - Central - Community of residence: _____

Name:

Position:

Relevant experience/expertise:

Additional comments:

- I have reviewed the Terms of Reference.

Signature

Date