

Kemptonville District Hospital
Terms of Reference
Equity, Diversity, Inclusion & Ethics Committee

Authority

The **Equity, Diversity, Inclusion & Ethics Committee** is established under the authority of the **Crystal Clear Policy** and reports to the **Quality and Safety Committee**.

Purpose:

The purpose of the **Equity, Diversity, Inclusion (EDI) & Ethics Committee** is to serve as a resource to staff members, physicians, patients, families, and members of the community when issues of equity and/or ethical issues arise.

The committee acknowledges the importance of examining issues from a holistic perspective. The facilitation of informed decision-making is supported through the use of guiding principles and frameworks. **EDI & Ethics Committee** does not make decisions, but rather helps the individuals involved in a difficult situation to consider all perspectives and options in a collaborative fashion. The Committee will be a pathway for reviewing and addressing issues that arise from staff or patients relating to equity, diversity, inclusion and/or ethics.

The Committee will develop and inform education for staff, physicians, board members, and patients, as well as develop and inform policies around equity, diversity, and inclusion. The Committee will also develop and inform education for staff and patients around ethics and utilizing the ethical framework, in collaboration with the **Champlain Centre for Health Care Ethics (CCHCE)**.

All requests to the committee are treated with strict confidentiality.

Membership

The **EDI & Ethics Committee** shall consist of at least:

Core Members:

- Human Resources Representative or delegate (Minimum 1): Co-Chair
- VP Nursing/Clinical and Chief Nursing Executive: Co-Chair
- Corporate Quality Coordinator
- Board Coordinator
- Ethicist (Champlain Centre for Health Care Ethics)
- Central Staffing Office representative (Minimum 1)

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- Nursing Front Line Staff (Acute Care, Emergency) (Minimum 1)
- Environmental Services Front Line Staff (Housekeeping, Dietary) (Minimum 1)
- Management representative(s) (Minimum 1)
- Allied Health (Minimum 1)
- Senior Leadership Member (Minimum 1)
- Medical Staff Member (Minimum 1)
- Patient and Family Advisory Committee (PFAC) Member (Minimum 1)
- Privacy Officer
- Communications Officer

**Ad hoc resource persons will be consulted depending on the issue and topic being discussed. **

Meetings:

Bi-monthly, or at the call of the Co-chairs.

Quorum:

For matters requiring a vote, 50% of active membership plus one member constitutes a quorum. All named members of the committee are voting members. Named membership will be established annually

Minutes:

Minutes are prepared and distributed to members of the **EDI and Ethics Committee**. An annual report will be provided to the Quality and Safety Committee at the end of the fiscal year.

Roles and Responsibilities:

Education

Equity, Diversity, & Inclusion

- Education, supporting processes for bringing concerns forward and informing policy.
- Develop pathways for managing concerns of equity, diversity, inclusion; including ensuring representative advocacy for the staff member, or patient involved.
- Evaluate current understanding and organizational practices.
- Develop an annual Equity, Diversity and Inclusion Action Plan with prioritized activities and proposed strategies to bridge gaps.

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- Provide advice and recommendations to Senior Leadership to support the development of policies, processes, programs, and plans that promote equity, diversity and inclusion (EDI).
- Facilitate ongoing engagement and increased awareness about EDI related topics in the form of education and communications.
- Collaborate with external partners and stakeholders on all matters related to EDI.
- Research resources/best practices and promote knowledge sharing with the aim to support the creation of more inclusive spaces.

Ethics

- Develop pathways for managing concerns of ethics; including provision of case consultation for ethical matters, and utilizing the ethical decision-making framework.
- To identify and facilitate education related to ethics at KDH.
- To provide education on ethical issues, principles, models, and frameworks to committee members, staff members, physicians, patients, families and members of the community.
- To foster cooperation and teamwork between disciplines by encouraging the sharing of information as it relates to ethical matters.
- To review and recommend policy, procedural changes, and to ensure that research initiatives have been reviewed.
- Analyzing trends within the organization as it relates to ethical concerns (ie. Substitute decision making).

Support

- To serve as a resource for staff, staff, physicians, board members, and patients, and members of the public as EDI concerns or ethical dilemmas arise.
- To provide support for staff, physicians, leadership, board members, community members, or patients facing concerns related to stigma, racism, or ethical dilemmas.
- To provide an optimal framework and/or resources to assist or guide health service providers in the resolution of concerns related to stigma, racism or ethical issues.
- To support the development of policy and procedures having ethical implications for everyday practice.
- Support for staff experiencing moral distress.
- Supports Accreditation efforts by ensuring equitable and ethical practices align with the standards and principles required for organizational excellence and continuous improvement.

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Accountability:

The **Equity, Diversity, Inclusion Committee and Ethics Committee** is accountable to the Board of Directors through the Board Quality & Safety Committee as per the Committee's mandate of overseeing mechanisms to ensure "safe environments for staff, physicians, volunteers, visitors and guests." The Chief Nursing Executive shall report annually to the Quality and Safety Committee and the activities of the Committee and as needed at the determination of the Committee.

Co-Chairs:

Two co-chairs will be selected: One from the human resources and one Ex-officio VP Clinical, CNE (reporting to Quality and Safety Committee).

Role of Co-Chairs:

- Encourage participation from all members
- Invite resource persons to attend meetings, when appropriate
- Ensure minutes are completed and distributed
- Populate Agenda for next meeting
- Report to the Quality & Safety Committee

Membership:

- The Committee aims to have a membership that is reflective of the diversity of the patient, resident, employee, physician, and volunteer population.
- Members of equity-seeking groups are specifically invited to participate in Committee and/or sub-committee(s).
- The Committee is comprised of KDH staff, volunteers, physicians, and patients.
- Resource people may also be invited to contribute their perspective to a specific project, subcommittee and/or for a set period.

Membership Term: Two Years with option for renewal

Meeting Frequency: Bi-Monthly

Meeting Duration: 1.5 hours or longer at the call of the chair

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