



ETHICS COMMITTEE TERMS OF REFERENCE

1. PURPOSE

To facilitate, support and promote ethical awareness, discussion and education to ensure the highest standard of ethical practice throughout Collingwood General Marine Hospital (CGMH).

The Ethics Committee is accountable and reports directly to the Medical Advisory Committee and Senior Management. The Ethics Committee provides ethical education and awareness to administrative and clinical leaders, managers, point of care staff, physicians, volunteers, patients and families. The Ethics Committee vets research data collection and prospective research survey requests, and follows up on the progress of these.

2. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties assigned by Senior Management and MAC, the Ethics Committee will:

Communications

- Ensure an effective process is established and applied towards the communication of ethics related initiatives to MAC, Senior Management, the hospital and external stakeholders.
- Ensure sharing of information through out the organization pertaining to health care ethics.

Monitoring and Reporting

- Promote staff and physician utilization of a consulting Ethicist for health care ethics related consultations.
- Review and approve requests for participation in research projects limited in scope such as accessing information contained in patient records for retrospective studies only (refer to CGMH Policy **Research – Requiring Access to Patient Information**).
- Participate in clinical trials that have been reviewed and approved by an external Research Ethics Board.
- Ensure all granted requests for participation in appropriate research projects include the following conditions: the research project lead must provide the Ethics Committee notification when the research project commences on site, when the research project on site is completed and provide a copy of the final research project document within one month of the document's final completion.

Organizational Leadership

- Assist in the development and/or review of policies and procedures related to ethical issues.
- Plan educational events to heighten awareness of ethics and promote ethical decision making.

3. MINUTES

The minutes of the Ethics Committee meetings shall be formally recorded and submitted to the Medical Advisory Committee.

4. MEETING FREQUENCY

The Ethics Committee shall meet every 3 months or 4 times yearly.

5. MINUTES AND AGENDA

Agenda items must be submitted to the Medical Staff Administrative Assistant 2 weeks prior to the meeting date. Minutes and agenda items will be distributed one week prior to the meeting date.

6. MEMBERSHIP

The Ethics Committee membership will include:

- A quorum will consist of 50%+1 (count based on # persons, not on # positions listed, as duplicate roles may be fulfilled by same person)
 - Medical Chair
 - VP Patient Services/CNE
 - Chief of Staff (Ex Officio)
 - Ethics Consultant
 - Nurse Managers (X4)
 - Manager Mental Health
 - Social Worker (Crisis Team)
 - Chief, Performance & Clinical Systems
 - Privacy Officer
 - Nurse Educator (ad hoc)
 - Pharmacist
 - Resource RN
 - Hospital Chaplain
 - Midwife

- Membership to be reviewed every two years

7. TERMS OF REFERENCE

Terms of Reference for the Ethics Committee to be reviewed once a year.

CIRCULATION:

PATH	COMMITTEE	DATE	PURPOSE	STATUS
Originating Committee	Ethics	February 2010	DRAFT approval	<input checked="" type="checkbox"/> Completed
Reviewing Committee	Senior Management	February 2010	Information and input	<input checked="" type="checkbox"/> Completed
Approving Committee	Medical Advisory Committee	February 2010	Information and approval	<input checked="" type="checkbox"/> Completed
Originating Committee	Ethics Committee	May 2012	Update Review	<input checked="" type="checkbox"/> Completed
Reviewing Committee	Senior Management	November 2012	Information and approval	<input checked="" type="checkbox"/> Completed
Approving Committee	Medical Advisory Committee	December 2012	Information and approval	<input checked="" type="checkbox"/> Completed
Originating Committee	Ethics Committee	October 2016	Update & Review	<input checked="" type="checkbox"/> Completed
Reviewing Committee	Senior Management	January 27, 2017	Information & Approval	<input checked="" type="checkbox"/> Completed <input checked="" type="checkbox"/> Completed
Approving Committee	Medical Advisory Committee	November 2016	Information & Approval	<input checked="" type="checkbox"/> Completed