



## WOODSTOCK HOSPITAL ETHICS COMMITTEE TERMS OF REFERENCE

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### **PURPOSE:**

Within the framework of the mission of Woodstock Hospital and encompassing the strategic focus on patient and family centered care and a healthy work environment for staff and physicians, the Woodstock Hospital Ethics Committee will:

- Provide an interprofessional forum where clinical and organizational ethics issues may be addressed.
- Provide ongoing education or information to administration or professional staff on any ethical component of changing legislation or situations in clinical practice.
- Provide a forum for development or review of policies, procedures or guidelines and research projects that have an ethical component.
- Support and foster the integration of an ethical approach to clinical practice and decision making at Woodstock Hospital.
- To provide support to patients and their families as requested by the clinical team.

### **RESPONSIBILITIES:**

- To encourage and support the integration of clinical and organizational ethics within Woodstock Hospital.
- To keep committee members abreast of pertinent current or emerging trends in ethical issues through review of literature and open discussion.
- To coordinate with the Research ethics review team
- To be available to review policies, procedures or guidelines and research projects that have an ethical component
- To provide oversight for case consultation and case review
- To support and promote ongoing dialogue between the Ethics Committee members and Woodstock Hospital medical and hospital staff by:
  - Being responsive to suggestions by medical and hospital staff for education related to clinical ethics
  - Identifying current ethical issues within the hospital that require analysis and discussion
  - Offering prompt and clear comments on issues relating to policies, procedures and guidelines
  - Informing hospital and medical staff of the existence of the ethics service that is available for consultation
  - Review the use of the ethical decision making tool

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**MEMBERSHIP:**

The committee is chaired by J. Menard or delegate.

The Committee will be composed of the following core members:

- Ethicist
- Vice President Patient Care
- Social work
- Spiritual care
- Direct care staff
- Clinical directors
- Physicians
- Palliative care coordinator
- Patient or family member
- Community resource
- Board member

Other staff/physicians with an interest in the work of the Committee may attend and participate in the discussion of the committee on an adhoc basis.

**FREQUENCY OF MEETINGS:**

The Committee shall meet 5 times per year and at the call of the committee chair.

**QUORUM:**

A quorum of the committee is a majority of its voting members.

**REPORTING:**

The Committee shall maintain minutes of its meeting and provide a report to the Quality Council of the Board.