

Elder Care Canterbury

*Working together to integrate and improve health services
for the well-being of Canterbury's older people*

Provider Forum Terms of Reference

Mission:

*Working together to integrate and improve health services
for the well-being of Canterbury's older people*

Background

The Elder Care Canterbury Provider Forum (Provider Forum), formerly known as Project Forum was established in 1997. It arose out of discussions between General Practitioners and hospital based Geriatricians who decided to work together, with the community in an inclusive and collaborative way to develop a comprehensive health service for older people in Canterbury. They aimed to focus the skills, knowledge, enthusiasm and commitment of local providers and the wider community to design a service that meets the specific needs of the older people of Canterbury. The Project Forum initiated and facilitated a number of successful projects that improved older persons health services in Canterbury.

Since then, there has been new government and local policy, including the establishment of Primary Health Organisations and development of Canterbury District Health Board's Healthy Ageing Integrated Support Strategy. Despite these changes, community leadership remains a critical factor in ensuring "people focussed" care through any political changes to health service delivery. This Terms of Reference document aims to explain how the Provider Forum will work together to achieve its mission.

Membership of the Provider Forum includes representatives from many community service providers and Canterbury District Health Board, as well as service groups and individuals who are interested in improving the health services for older people.

Expectations of the Forum:

1. Community involvement

The Provider Forum expects that funders, providers and other agencies will actively involve the wider community in planning, developing, implementing and monitoring health services to ensure that these meet the needs of older people in Canterbury.

2. Working together

The Provider Forum expects to engage as widely as possible with groups and individuals that support the mission of Elder Care Canterbury. The Provider Forum expects to be used as an advisory group for key stakeholders. It expects that members involved in any advisory capacity will disseminate information as appropriate.

Role of the Forum

Through and with the ECC Consumer Group, Reference Group and coordinator the Forum fulfils a number of roles including:

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Awareness

- Identifying current & potential issues affecting the health of older people in Canterbury
- Identifying gaps or deficiencies in health services for older people in Canterbury **and** taking these issues, gaps or deficiencies to an appropriate forum, which may be the funder, service provider or the ECC-Reference Group
- Being a “hub of information” about health services for older people in Canterbury.

Advocacy

- Supporting the Elder Care Canterbury-Consumer Group as the “direct voice” of older consumers
- When involved in service planning and provision, members have a responsibility to advocate for older people, including maintaining a high awareness of issues affecting older peoples health needs, both, present and looking into the future.

Communication / Contribution / Collaboration

- Contributing the perspective of service providers & service groups and their clients, to consultation plans and documents, which affect the current or future health and well being of older Cantabrians e.g. work stream projects from the Canterbury District Health Board's Healthy Ageing Integrated Support Strategy 2006 – 2010 and Te Huanui, OPHS Maori Health Action Plan 2006-2009;
- Disseminating information from funders, providers or other agencies to the widest possible range of people, as appropriate;
- Collaborating with the Elder Care Canterbury Consumer Group and Reference Group and other agencies as appropriate
- Building trust across the sector through developing effective intersectoral relationships

Membership of the group

Membership of the group is open to any member of the Canterbury community interested in actively and positively contributing to achieve the mission. The Coordinator of Elder Care Canterbury will review membership annually with the objective of ensuring that key membership attributes are maintained or enhanced.

Key attributes sought in members, include:

- Being able to work collaboratively in an inter-sectoral setting to achieve the mission;
- Being willing to consult within their organisations, with their clients and with the wider community to identify issues or gaps in services (actual or potential) that affect or may affect older Cantabrians' health and well-being;
- Being willing to provide feedback, oral and written, on consultation documents and plans as appropriate;
- Taking responsibility for ensuring information is disseminated back to provider / service organisations, or to consumers as appropriate; and,
- Availability to attend the majority of forums.

Meetings

Meetings will be held on the second Wednesday of alternate (even) months February – December inclusive except when this day falls on or around a Public Holiday. In that event the meeting will be rescheduled. Meetings are held at Presbyterian Support, 44 Bealey Avenue between 8.00 – 10.00am.

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Facilitation of Provider Forums will be a shared role between the Elder Care Canterbury Coordinator and Provider Forum members.

Administration / Facilitation functions

The Coordinator - Elder Care Canterbury will maintain the membership list, compile and distribute agendas & minutes, provide regular updates and arrange other administrative tasks as required.

Relationship with Elder Care Canterbury Forum and its Reference Group

The Provider Forum will work with the Elder Care Canterbury Consumer and Reference Groups to address and progress issues relating to the integration and improvement of health services for older people in Canterbury.

When the Provider Forum and Consumer Group identify significant gaps or deficiencies (actual or potential) in older persons health services these will be taken through to Reference Group agendas for further discussion and action, as appropriate to the circumstances.

Spokesperson(s)

No public spokesperson has been nominated to speak for the Provider Forum. As a general rule, the coordinator must consult with the Reference Group or its Chairperson before speaking in the name of Elder Care Canterbury. Specifically the Reference Group should approve any media publications and correspondence around potentially contentious issues.

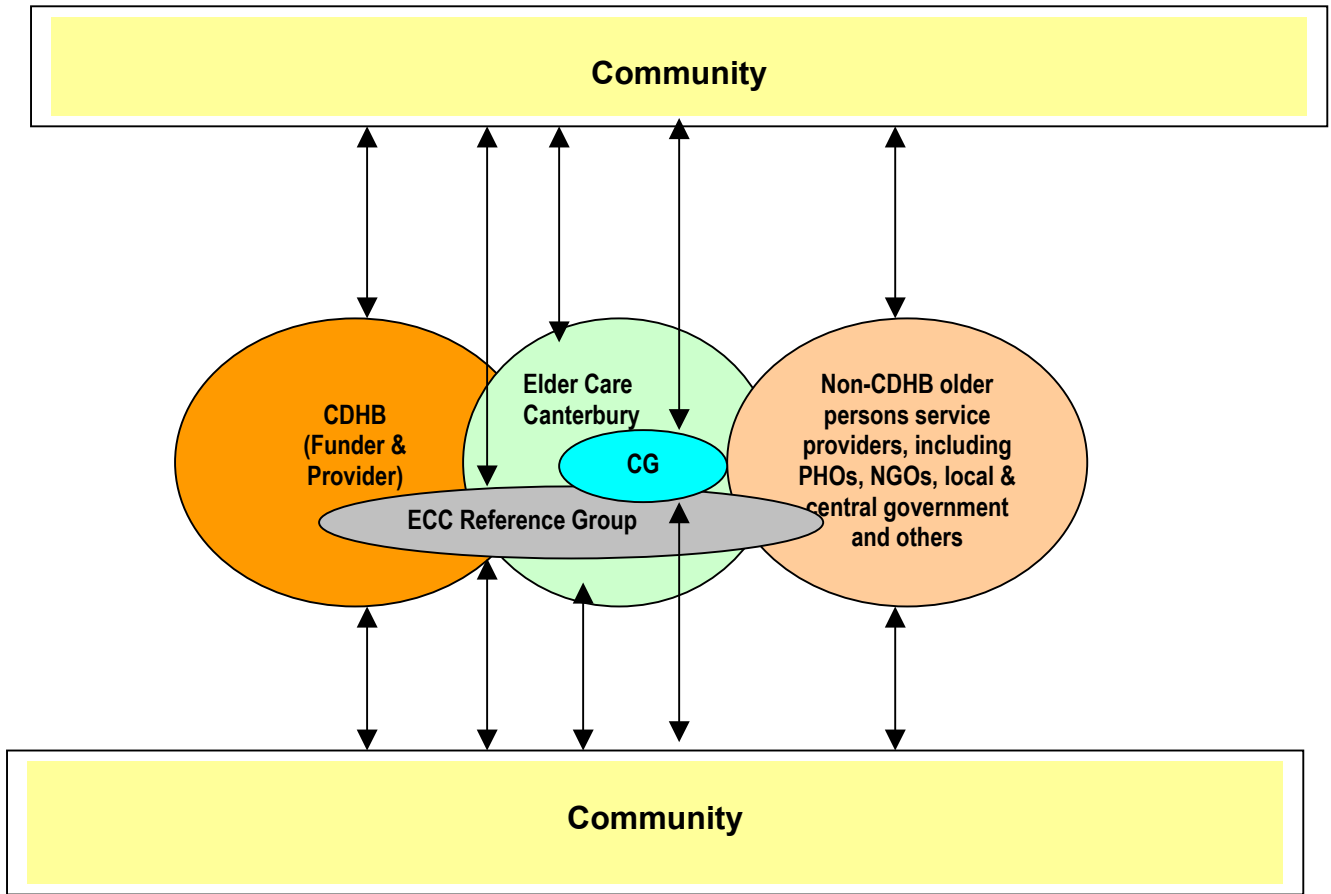
Glossary of Terms

Refer to appendix one.

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Relationships



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Glossary of Terms

Elder Care Canterbury (ECC) groups

In addition to the Elder Care Canterbury Provider Forum, there are two other groups that operate under the ECC umbrella, these are:

- Elder Care Canterbury - Consumer Group
- Elder Care Canterbury - Reference Group

Across all groups, ECC's mission is:

Working together to integrate and improve health services for the wellbeing of Canterbury's older people

Elder Care Canterbury – Consumer Group (Consumer Group)

Active since 1998, the Consumer Group (formerly known as the Community Stakeholder Group) is the “direct voice” of older consumers. Its membership includes a wide range of community organisations including Age Concern and Grey Power, as well as interested individuals. It is a strong advocate for older people and actively contributes the perspective of older consumers around consultation plans and documents that affect the current or future health and well being of older Cantabrians. The group meets at 4.30pm on the first Monday of each month.

Elder Care Canterbury - Reference Group

Established in September 2006 to ensure the best interchange of information based on an intersectoral approach is available for the community to improve health and well being outcomes for older people in Canterbury, and to provide leadership and direction to other Elder Care Canterbury groups

Intersectoral approach

A collaborative approach involving, or representing, two or more groups that offer services to older people in Canterbury.