

Interprofessional Healthcare Providers (IHP) Advisory Council

Terms of Reference

PURPOSE

The Interprofessional Healthcare Providers (IHP) Advisory Council will provide input on interprofessional team matters related to IHPs; will give advice and input to the AFHTO board, staff, and other leadership councils; and will foster leadership across the IHP community within primary care teams. The council provides a mechanism to advance best-practice knowledge transfer and exchange, to enhance collaboration, and to give IHPs the opportunity to communicate operational, governance, and other primary care team-related items.

MEMBERSHIP AND ACCOUNTABILITY

The IHP Advisory Council provides advice and feedback to the AFHTO board and staff. The council will be comprised of representatives of providers who work in teams that are AFHTO members. The council will be chaired by an IHP serving on the AFHTO board.

It is expected that IHP Advisory Council members will communicate, engage, and consult with their colleagues as appropriate.

ROLES AND RESPONSIBILITIES

The primary roles and responsibilities of the IHP Advisory Council members include the following:

- Provide advice and support towards the development of quality improvement initiatives
- Foster a culture of inclusiveness through proactive engagement of interprofessional healthcare providers
- Provide leadership and support to assist primary care teams with relationships and practices for effective and efficient teamwork and with ensuring optimal interprofessional comprehensive primary care delivery
- Provide advice about program development and delivery within primary care teams to AFHTO board and staff
- Understand and address IHP requirements regarding roles and responsibilities in team-based primary care in relation to their board, their colleagues, and their collaborators from other organizations
- Articulate the collective perspectives of the professional specialty that they represent
- Create strong communication mechanisms for IHPs to bring forward challenges and successes that will support knowledge translation and foster continuous information sharing
- Collaborate with the AFHTO Leadership Council on issues that are pertinent to leadership and care delivery
- Work as a collective to provide input into the development of policies, position papers, and resources specific to primary care

STRUCTURE

Members: The IHP Advisory Council will be comprised of eight (8) to ten (10) members.

Meetings: Virtual meetings will be held via telephone or Zoom/MS Teams at least once per quarter. If feasible, an in-person meeting will be held in conjunction with the AFHTO conference. Additional meetings may be scheduled as needed at the request of the chair of the IHP Advisory Council.

Support: AFHTO staff will provide secretariat and logistical support for the IHP Advisory Council. In this role, AFHTO will provide support to arrange meetings, to record meeting notes, and to facilitate development of supporting documents as required.

TERM LIMITS

The term limit for members of the IHP Advisory Council is two years. Members can serve on the council for up to three (3) terms of two years (maximum of 6 years) and will need to re-apply for the role upon completion of each term.

DECISION MAKING

The group will strive to reach consensus in developing its advice.

QUORUM

A majority of group members (50% plus one) is required for the group to be called to order.

AMENDMENT

Amendments to this Terms of Reference can be recommended by any member of the IHP Advisory Council but must be approved by the AFHTO Board of Directors.