



## STAFF REPORT ACTION REQUIRED

### Revised Advisory Committees Member Resource Guide

<b>Date:</b>	December 5, 2008
<b>To:</b>	Advisory Committee on Long-Term Care Homes and Services
<b>From:</b>	General Manager, Long-Term Care Homes and Services
<b>Wards:</b>	All
<b>Reference Number:</b>	

#### **SUMMARY**

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In spring of this year, a work plan for the Advisory Committee on Long-Term Care Homes and Services was developed outlining the actions needed to meet the Sustainable Governance standards in Accreditation Canada's Qmentum program.

As part of this work plan, it was identified that current orientation manual for advisory committee members needed to be updated. The project was assigned to a work group consisting of Advisory Committee members, Margaret Smuk, Moshe Greengarten and Linda Legault and Accreditation Coordinator, Tyrone Bernardo. After a detailed review of the current manual, it was concluded that the new guide needed to be restructured and streamlined to be more relevant to advisory committee members. The group decided on the information that needed to be included and the way it would be organized for the manual to be a valuable and easy to use resource for current and new advisory committee members.

The information contained within the guide has been organized into the following sections: Long-Term Care in Ontario, The City of Toronto, Long-Term Care Homes and Services, Advisory Committee on Long-Term Care Homes and Services, Home Advisory Committees, Other Relevant Committees and Quality Management. The goal of the guide is give a snapshot of the environment Long-Term Care Homes and Services operates in and also clarify the role that advisory committees play in the division. After a draft of the revised manual was distributed, the feedback received from work group members was incorporated into final copy of the Resource Guide.

## **RECOMMENDATIONS**

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The General Manager recommends that the Advisory Committee on Long-Term Care Homes and Services approve the revised Advisory Committees Member Resource Guide for current and incoming members of all the Advisory Committees.

### **Financial Impact**

There are no financial implications arising out of this report

### **COMMENTS**

The final copy of the Advisory Committees Member Resource Guide will be distributed under separate cover to all members, in advance of the scheduled December 19, 2008 meeting, so that members have an opportunity to review the final content in advance of the meeting.

Sincere thanks are extended to Committee members Margaret Smuk, Moshe Greengarten and Linda Legault for their assistance in preparing this revised members' resource guide.

### **CONTACT**

Tyrone Bernardo, Accreditation Coordinator, Long-Term Care Homes and Services  
Tel: (416) 392-9392; Fax: (416) 392-4180; E-mail: [tbernar@toronto.ca](mailto:tbernar@toronto.ca)

### **SIGNATURE**

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Sandra Pitters  
General Manager, Long-Term Care Homes and Services