

HEAL COVID-19 task force Terms of Reference

Mandate

The HEAL COVID-19 task force is to coordinate HEAL's efforts during the COVID-19 pandemic and subsequent back to normal transition period. The ultimate goal of HEAL during this period is to facilitate coherent and timely action by healthcare workers, administrators, FPT authorities, to help contain and mitigate the crisis. Specifically, it will:

- Be a source of information sharing for what is happening on the ground and within member associations- what are the trends, emerging needs, emergency demands.
- Identify and plan joint actions in areas of relevance to the majority of HEAL members (advocacy, information sharing, education).
- Assist in preparing information briefings to be shared during co-chairs' regular meetings with federal health authorities.
- Ensure regular reporting and information sharing with members.
- Propose and implement actions and communication with other stakeholders as appropriate (industry, researchers, media...)
- Recommend measures to assist a smooth return to normal period after the crisis

Committee Composition

The task force is composed of volunteers plus the two HEAL Co-chairs who in the aggregate represent the diversity of HEAL's membership, have skills and expertise in policy development, health economics, advocacy, government relations and communication. It is understood that membership to this task force will be fluid as volunteers adapt their workloads to the demands of this crisis. The initial membership is as follows:

HEAL Co-Chairs: H el ene Sabourin and Fran ois Couillard
Pamela Forsythe; Canadian Psychiatric Association
Alain Doucet; Canadian College of Health Leaders
Karen Cohen; Canadian Psychological Association
Christine Nielsen; Canadian Society for Medical Laboratory Sciences
Christeen Read; Canadian Society of Nutrition Management
Carolyn McCoy; Canadian Society of Respiratory Therapists
Joanne Charlebois; Speech-Language & Audiology Canada
Jonathan Mitchell; HealthCareCAN
Marie-Eve Gu erette St-Amour; Dietitians of Canada
Greg Killough; Royal College of Physicians and Surgeons
Elisabeth Fowler; Canadian Ophthalmological Society

Convener: Fran ois Couillard/HEAL secretariat

Terms of Office Appointments



The Task Force will be in place for an indeterminate period while there is a need to coordinate HEAL's efforts during the COVID-19 pandemic.

Meeting and Communication

Meeting frequency will vary with the urgency and timeliness of issues at hand. Committee members will likely meet at least once per week by virtual means. No formal minutes will be kept but action items could be documented using collaboration tools like MS Teams. Summary of actions will be communicated at least weekly to the broader HEAL membership.

Quorum

This task force has no quorum requirement. Those who can attend the meeting contribute their knowledge and plan actions. Any significant decision has to be brought to the HEAL broader membership.

27 March 2020