



Board of Directors  
Policy Manual

Subject: **Patient and Family Advisory Council**

Policy # 4-080

Approved by: Board of Directors

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Revised (R) / Reconfirmed (RC) Dates

## **POLICY**

The Board of Directors at Campbellford Memorial Hospital (CMH) has a responsibility for fostering relationships within the community and is committed to ensuring excellence in hospital program quality and effectiveness. To that end, the Board of Directors supports the role of the Patient and Family Advisory Council (PFAC) in bringing the patient and family voice to the organization.

## **PURPOSE**

This policy sets out procedures and expectations for the relationship of the PFAC to the hospital and the Board of Directors.

## **PROCEDURE**

### **Responsibilities of the PFAC**

1. To establish and review annually a Terms of Reference for the Council.
2. To provide bi-annual reports to the Board (Spring and Fall) on goals and progress.
3. To adhere to the Board's policies, including Code of Conduct, confidentiality, and conflict of interest.
4. To participate as invited or required on hospital committees and during CMH strategic planning, Accreditation, and Quality Improvement Plan (QIP) updates.

### **Responsibilities of the Board**

1. To include one member of the PFAC as a voting member on the CMH Quality Committee.
2. To liaise with the PFAC through the Chief Nursing Executive, the CEO and the Quality Committee.
3. To support the PFAC as required with Board educational programs.
4. To include PFAC representation during strategic planning, Accreditation and QIP updates.