### Integrating Heart Failure Care (Enter Name of the Committee or Group)

***Instructions:*** *Each section includes instructions in parentheses. Some sections have been pre-populated with information to help get you started. You may edit/delete/revise as needed. Delete these and other instructions from your final draft.*

## Terms of Reference

1. **Context**

*(Enter information here around the state of heart failure care in your local context, highlighting the challenges and opportunities for better integrated care to support patients living with heart failure).*

The current and evolving demands associated with Heart Failure (HF), and the challenges in meeting these demands, necessitates that a collaborative partnership approach be taken. At the local level, this is between and among primary care physicians, specialists, and allied health professionals.

The project aim and intended outcomes of this partnership focused on integrating care are to:

* Improve compliance with clinical best practices
* Reduce variation in practice and outcomes
* Improve patient experience
* Improve access and care closer to home
* Better integrate care across the patient continuum
* Better utilize resources and value for money

1. **Purpose**

*(Describe the purpose of the committee – what they will do and why the committee was created).*

The team will work towards the improvement of integrated HF care for patients of the *(enter region name)* area, through the implementation/adoption of CorHealth Ontario’s Spoke-Hub-Node Model and the HQO heart failure Quality Standard.

1. **Objectives and Deliverables**

*(Describe the output of the group/committee, both short term and long term, if applicable).*

* 1. Short-Term

Objective 1: This group will identify opportunities and implement initiatives that will move the region towards an integrated Spoke-Hub-Node model of heart failure care delivery, and ensures the care delivered meets the standard of heart failure care.

Deliverable: (D*escribes a tangible output. See the Evaluative Report for ideas from the Early Adopter Sites*.)

* 1. Long-Term

Objective 2: This group will ensure there is ongoing sustainability/maintenance of a Spoke-Hub-Node model of HF care delivery and continued evaluation of the region against the HQO heart failure Quality Standard.

Deliverable:

1. **Scope**

*(Clearly describes the work that is within and out of scope for the committee/group).*

The scope of *(enter name of committee or group)* will include: (1) the facilitated implementation of the Spoke-Hub-Node Model and HQO HF Quality Standard in (*enter region name*), (2) ensuring that clinical and administrative leadership and executive sponsorship is kept informed of major project activities, and 3) ensuring an ongoing sustainability plan is in place and in action.

The scope of *(enter name of committee or group*) will NOT include: (*enter work that is not within scope for the group)*

1. **Membership and Meeting Arrangements**

(*Enter the names and functional roles of the committee/group members, and meeting frequency, meeting procedures, quorum, details about agendas and meeting minutes such as who prepares them and distribution, and communication between meetings.)*

The (*enter name of committee/group*) will meet (*enter when, how often, where, how*) to regularly oversee and coordinate the project work.

The members of (*enter name of committee/group*) include:

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Functional Role** | **Affiliation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Additional stakeholder and/or patient representation may be considered as required.

1. **Decision Making**

*(Describe the decision-making processes of the committee/group).*

1. **Timelines/Duration**

Membership commitment of (*enter name of committee/group*) members is requested to ensure continuity of project team deliverables. These Terms of Reference will be reviewed every *(enter frequency).*

Key milestones include:

* *(Enter key events/deliverables and target dates here)*

1. **Administration**

*(Describe the resources available for the committee to conduct its work (e.g. meeting rooms, web-based document sharing platforms, teleconferencing lines, equipment, funds, project coordination support).*