



PROVINCIAL VIOLENCE PREVENTION STEERING COMMITTEE (PVPSC)

Draft Terms of Reference

PURPOSE:

To develop and oversee implementation of a comprehensive, cohesive and effective provincial violence prevention strategy for healthcare worksites in BC.

MEMBERSHIP:

Eight Employer Members:

- (1) HEABC
- (1) Affiliate
- (6) Health Authorities

Eight Union Members:

- (2) BCNU
- (2) HEU
- (2) HSA
- (1) BCGEU
- (1) UPN

OHSAH Members (ex-officio):

- (1) Chair
- (1) VP Resource
- (1) Recorder

ACTIVITIES:

(a) Develop and oversee implementation of standard programs on violence prevention and response.

1. OHSAH to coordinate and facilitate a Provincial Steering Committee (PVPSC) to oversee the implementation of the provincial violence prevention strategy outlined in the policy document (NBA, FBA, HEABC and MOH). The structure of the PVPSC would include HEABC and

employer members (to be invited by HEABC) and each of the unions (BCNU, HSA, HEU, BCGEU, and UPN). And the PVPSC will be chaired by OHSAH

2. The PVPSC will establish a working relationship with the regional violence prevention committees in order to minimize duplication or overlap of work efforts.
3. The PVPSC will gather and review existing violence prevention programs and identify gaps, overlaps, and best practices.
4. The PVPSC will identify and develop the elements of a standard program on violence prevention and response based on best practices and existing programs.
5. The PVPSC will develop and disseminate training materials where required in order to avoid duplicating existing materials.
6. The PVPSC will develop implementation strategies for the standard violence prevention and response program.
7. The PVPSC will disseminate information and resources to the regional violence prevention committees and the industry as a whole and will play a coordination role between the regional violence prevention committees which are mandated in the policy commitment document.
8. The PVPSC will evaluate, through OHSAH, the implementation and effectiveness of the violence prevention initiatives.
9. The PVPSC will provide progress reports to the NPMC on a quarterly basis.

(b) Develop strategies for a provincial notification alert system that would provide health service providers with information regarding difficult-to-manage patients and others.

1. The PVPSC will coordinate a working group to scope out and identify all of the issues pertaining to the development of a provincial notification alert system. This working group will be comprised of representatives from Health Authority privacy offices, information management, risk management, occupational health and safety, clinical groups, and union representatives
2. The working group will complete a report to be delivered to the Nursing Policy Management Committee identifying all of the issues pertaining to this initiative and recommend next steps.

(c) Examine and publish examples of best practice in violence prevention.

1. OHSAH will be tasked with this initiative, given their mandate and expertise in the area of identifying and publishing best practice with oversight by the PVPSC. Regular progress reports will be provided to the NPMC.

PROTOCOLS:

- Chairperson of the PVPSC: OHSAH Representative
- PVPSC Quorum consists of at least four (4) Employer Representatives and at least four (4) Union Representatives.
- Meetings are held monthly at the call of the chairperson.
Any PVPSC member may request that the Chairperson call meeting.
- Recorder is provided by OHSAH
- A draft copy of the previous meeting minutes and the next meeting agenda will be circulated to all PVPSC members for review and approval prior to the next meeting. A deadline for additional agenda items will be provided. Late agenda items will only be added if a consensus of PVPSC members agree. Minutes will include a summary page of action items. Upon approval from PVPSC members, a final copy of the minutes will be distributed to all members and posted on the Nursing Policy Section website (www.npsec.ca).
- Quarterly progress reports of the PVPSC's work will be prepared by the PVPSC Chairperson, vetted through the PVPSC and provided to the NPMC.
- Decisions are made by consensus of PVPSC members.
- Attendance of Guests/Presenters is arranged through PVPSC Chairperson.

MEMBERS' ROLES AND RESPONSIBILITIES:

Recorder:

- Record Minutes of all committee meetings
- Distribute Minutes and Agenda to all members of the committee

All Members:

- Attend all meetings
- Commit to endorse and support PVPSC initiatives within members' respective organizations