Terms of Reference Sheet

# Description:

The Partnerships in Dementia Care (PiDC) Alliance is a collaborative research network and research initiative focused on improving the dementia care experience for persons with dementia, family members, and staff in both long-term care and the community.

## Culture Change Coalition Name

[Date:]

## Terms of Reference:

|  |  |
| --- | --- |
| ****Reference Item:**** | Definition: |
| **Terms and Abbreviations**  | * CCC: Culture Change Coalition
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| **Purpose**  | * To create a Culture Change Coalition with representation from members of the Bloomington Cove community, including residents with dementia, family members, and staff at all levels, as well as researchers and students from the PiDC Alliance.
* To collectively make decisions related to the culture change process at [ ].
* To use an Authentic Partnership approach and the Appreciative Inquiry process to drive our Culture Change process
* To honour the guiding principles adapted from the ADRD Framework and the Authentic Partnership approach
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| **Guiding Principles** | * We respect confidentiality.
* We commit to the group.
* We ensure representation from all groups.
* We value all perspectives.
* We create avenues for participation (particularly with important decisions).
* We ensure open communication.
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| **CCC Committee Functions**  | * We work to discover what is at the positive core of [ ]. We want to know what makes it a great place to work, live, and visit. We want to discover how to engage the [ ]community, as well as the larger community, in the dementia care experience.
* We will dream aspiration statements which outline new possibilities for dementia care in the [ ]community.
* We will design action steps to help our coalition, and [ ], achieve our aspirations.
* We will deliver on our action plan.
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| **CCC Membership** | Members are interested in working collaboratively to enhance the care experience for persons with dementia, their families, and the staff who work in dementia community care. Members: * PiDC Researchers who serve as facilitators who keep things moving and enable equal sharing of viewpoints and information
* PiDC Knowledge Translation Specialist who provides necessary training and ensures the consistent sharing of information between the Culture Change Coalition sites.
* Front line service providers at [ ].
* Decision makers/senior staff members
* Residents with dementia
* Family members
* Interested broader community members
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| **Community Meetings** | A two-hour meeting shall be held once a month at [ ]. The Date and time is determined by the group. |
| **Committee Communication** | * Meeting notices, agenda, and minutes
* Updates and announcements via PiDC Alliance website, blog and social media
* Newsletters (available in hard copy and on the PiDC website)
* Other promotional news releases, articles, presentations, or posters available on the PiDC Alliance website.
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| **Committee Orientation** | * A copy of the CCC Information sheet
* A copy of the ADRD Vision handout
* A copy of the Appreciative Inquiry Information package
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| **Community Budget** |  |
| **Community Review** | The Terms of Reference for the Committee shall be reviewed annually by the members. |
| **Date Initiated** |   |