

This document applies to:	<input checked="" type="checkbox"/> All Horizon	<input type="checkbox"/> Z-1 Moncton	<input type="checkbox"/> Z-2 Saint John
	<input type="checkbox"/> Z-3 Fredericton	<input type="checkbox"/> Z-3 Upper River Valley	<input type="checkbox"/> Z-7 Miramichi

**Horizon Health Network
Terms of Reference
Regional Professional Advisory Committee**

AUTHORITY

The Regional Professional *Advisory Committee* (RPAC) reports directly to the Board of Directors and does not have authority to allocate or commit Horizon Health Network funds.

The RPAC may create sub-committees to assist with its functions and responsibilities.

PURPOSE

As needed, offers expert professional advice, recommendations, and information to the Board, drawing on a multi-disciplinary perspective. Additionally, supports the Board in evaluating health services throughout the region.

The RPAC is governed by these Terms of Reference set out by the Board of Directors of Horizon.

FUNCTIONS

- Advises the Board on clinical care and health-related issues.
- Advises the Board on criteria for patient flow and access (admissions, discharges, etc.).
- Monitors adherence to professional and service delivery standards.
- Provides insights and recommendations on input from Clinical Networks and Professional Councils.
- Contributes advice on recommendations arising from quality assurance and risk management issues with respect to Horizon’s health services
- Offers guidance on significant professional practice issues including, professional standards, scope of practice, competency, credentials, and efforts for workforce recruitment and retention
- Monitors compliance with accreditation standards.
- Ensures the annual credentialing of all regulated health care professionals excluding physicians and surgeons
- Performs additional duties as assigned by the Board.

NOTE: This is a **CONTROLLED** document. Any document appearing in paper form is not controlled and should **ALWAYS** be checked against the electronic version prior to use. Printed on:

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Approved by:	Board of Directors	Page 1 of 3	

MEMBERSHIP

RPAC is composed of 15 voting members approved by the Board. Voting members include the Chair (or senior representative of a Professional Practice Council) and one representative from each of the 14 regulated health professions listed below. The Patient Experience Advisor, the Chair of the Board (or delegate), and Executive Leads attend as non-voting members.

Only the 15 designated members hold voting rights; all other attendees participate as non-voting members.

Membership includes:

- The Chair, or a senior member from the Professional Practice Council*, from each of the following professions:
 - Audiology
 - Medical Laboratory Technology
 - Medical Radiation Technology
 - Medicine
 - Nursing – 2 representatives, including a Nurse Practitioner
 - Occupational Therapy
 - Pharmacy
 - Physiotherapy
 - Psychology
 - Clinical Nutrition
 - Respiratory Therapy
 - Social Work
 - Speech-Language Pathology
 - Electrodiagnostics
- A Patient Experience Advisor
- The Chairperson of the Board of Directors or a delegate, who is a voting member of all Board committees.
- The CEO, Chief Nursing Officer and VP Professional Services as Executive Leads, along with the Regional Chief of Staff, who may attend all RPAC meetings as ex-officio members.
- Presentations from indirect (non-voting) members appointed by the Board given at the invitation of the RPAC Chairperson.

The Chairperson of the RPAC serves also as a non-voting member of the Horizon Board.

* Professional members serve as representatives of their profession and act as communication links between the RPAC and their respective Professional Practice Councils.

Nominations and Appointments

- Each profession is responsible for appointing their representative RPAC. The Chairs of RPAC will submit these appointments to the Board for membership approval, who may seek the advice of the Chief Executive Officer (CEO) during this process.
- Professional Practice Councils are tasked with nominating representatives for their respective professions. The nominee must be either the Council Chair or a senior member. If no Professional Practice Council exists, the Vice President of the relevant service will propose a nominee. All nominations are submitted to the CEO, who may forward them, along with their recommendations, to the Governance, Nominating, and Planning Committee of the Board. This Committee reviews all proposals but is not obligated to make nominations at the annual meeting.

- The Chairperson and Vice-Chairperson are appointed by the Board for a two-year term during its annual meeting, following consultations with the RPAC and the CEO.
- The Board may address vacancies on the RPAC at any of its meetings.
- Appointments are for a three-year term renewable annually by the Board. Initial appointments will be staggered to ensure continuity and facilitate future transitions.
- The Patient Experience Advisor is appointed for a one-year term, with the possibility of annual renewal by the Board, up to a total of two years.

QUORUM

A quorum is achieved with a majority of voting members, defined as one-half plus one.

MEETINGS AND REPORTING CYCLE

- The RPAC meets at least four times a year, either virtually or in-person, as directed.
- Reports from Professional Councils and Clinical Networks are submitted every two (2) years, in alignment with the Horizon Quality and Safety Committee reporting scheduled. Reports are presented in a presentation format, followed by a one-page summary from the Chairperson, which is to be submitted to the Board of Directors.
- Special meetings may be convened by the Chairperson(s) or upon written request of three voting members. A minimum of 48 hours written notice must be provided to all members, including the purpose and agenda of the meeting.
- The Chairperson maintains a permanent record of all proceedings and actions.
- Minutes of all meetings and distributed to the CEO and RPAC members.
- The Chairperson provides a report at the regularly scheduled Board meetings.

DEFINITIONS

Advisory Committee – functions to provide advice, feedback and recommendations. The committee's role is to understand the issues, to focus priorities, balance alternative approaches and recommend solutions and actions.