

**Stroke Strategy of Southeastern Ontario (SEO)
Regional Stroke Steering Committee (RSSC)
Regional Stroke Prevention Sub-Committee
Terms of Reference
May 2005**

1. Purpose

- 1.1 To advise the RSSC and the Regional Stroke Centre regarding the development, implementation and evaluation of regional primary and secondary stroke prevention activities/protocols

2. Functions

- 2.1 To provide leadership for planning and promoting regional access to evidence-based stroke prevention across SEO;
- 2.2 To provide leadership for promoting the integration of evidence-based stroke prevention across the continuum of care in SEO;
- 2.3 To advise and assist in developing and implementing regional communication and education strategies related to primary and secondary stroke prevention;
- 2.4 To provide regional input to the continued development and growth of the Regional Secondary Stroke Prevention Clinics of SEO. This includes the development of regional information systems related to stroke prevention clinic practice;
- 2.5 To provide a forum for networking and creating linkages amongst Stroke Prevention Clinics, health promotion, primary health care and related prevention activities in the region (e.g. cardiac prevention, diabetes prevention). Links will also be made provincially when appropriate and as the opportunity arises;
- 2.6 Where applicable, to oversee the disbursement of research funds related to SEO regional stroke prevention.

3. Membership

The membership must be representative of the region, with representation from Hastings Prince Edward Counties, Lanark Leeds and Grenville Counties, and Kingston Frontenac Lennox and Addington Counties. The Chair will be a member of the RSSC. Designates or alternates are accepted when necessary.

- 3.1 SEO Regional Stroke Prevention Clinic Physicians
- 3.2 SEO Regional Stroke Prevention Clinic Nurses
- 3.3 Community/Primary Care representative from the RSSC
- 3.4 Medical Director, Regional Stroke Centre
- 3.5 Regional Stroke Program Manager and District Stroke Coordinator
- 3.6 Community Health Promotion Representative
- 3.7 Other Regional Stroke Program leaders as required (e.g. Education Coordinator, Tele-Stroke Project Leader)
- 3.8 Invited members as required (e.g. representatives associated with other parts of the continuum or other prevention activities).

4. Meetings

- 4.1 Shall occur as needed to oversee the regional stroke prevention work, 2 to 4 times per year
- 4.2 Shall make use of tele/videoconferencing in addition to email when desirable to avoid excessive travel.
- 4.3 Meeting notes and agendas will be produced with the support of the Regional Stroke Office

5. Reporting Relationship

- 5.1 The Regional Stroke Prevention Sub-Committee shall report to the Regional Stroke Steering Committee

