

Southeastern Ontario Stroke Strategy  
Secondary Stroke Prevention Clinic Nurses Working Group  
Terms of Reference  
February 23, 2005

1. Purpose

The working group is designed to provide an opportunity for communication amongst the nurses and allied health members working in the secondary stroke prevention clinics in Southeastern Ontario and the Regional and District Stroke Programs.

2. Functions

- To provide regular updates
- To discuss challenges related to clinical practice and processes of care
- To identify, discuss, and problem-solve issues of common concern
- To promote the dissemination and implementation of best practices for stroke and vascular prevention in local clinics and the Southeastern Ontario region
- To build consistency (where appropriate) and equity of access in the practices and procedures of the secondary stroke prevention clinics in Southeastern Ontario
- To identify and address continuing education needs and opportunities
- To provide support to each other
- To provide regular updates to the Regional Stroke Prevention Sub-committee and the Regional Stroke Strategy Steering Committee
- To pilot and evaluate the use of videoconferencing technology for face-to-face meetings
- To consider ways of integrating prevention into other parts of the continuum

3. Membership

- The Secondary Stroke Prevention Clinic Nurses from the Brockville General Hospital, the Kingston General Hospital, the Perth and Smiths Falls District Hospital, and the Quinte Healthcare Corporation
- The allied health team from the respective clinics will be considered corresponding members and are welcome to join meetings as schedules permit
- The Lennox and Addington County General Hospital will be considered a corresponding member and is welcome to join meetings at any time
- The Regional Stroke Program Manager and the District Stroke Coordinator
- The Telestroke Project Leader will chair and facilitate the activities of the Working Group as part of the Telestroke Pilot Project until November 2005.
- Invited members as required

4. Member Responsibilities

- Attend meetings where possible
- Contribute to agendas, participate in discussions
- Serve as a conduit for communication between the working group and other stakeholders in their respective organizations
- Provide updates from the committee to their managers
- The Chair is responsible for coordinating and disseminating the meeting agendas, organizing the videoconference, and overseeing the proceedings of the meeting.
- Revisit the terms of reference annually

5. Meeting Frequency

- Shall occur 10 times per year (approximately once per month)

6. Reporting Relationship

- The Regional Secondary Stroke Prevention Nurses Working Group shall report to the Regional Stroke Prevention Sub-committee