***Embedding SDH Community of Practice***

*Terms of Reference*

A Community of Practice (CoP) is defined as: “A group of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly.”[[1]](#footnote-1)

1. Purpose:

* To provide a space for dialogue and support to embed SDH into practice among PMH/PCN participants.
* To share resources to help navigate the establishment of PMH, with a focus on SDH.

2. Objectives:

The objectives of the CoP may vary over time, but will include:

* To identify common issues and challenges facing communities orienting practices towards SDH within PMH/PCN;
* To provide a forum for discussion of such issues and sharing of solutions and resources;
* To identify linkages and opportunities for collaboration among communities embedding SDH within PMH/PCN;
* To report on progress and successes in embedding SDH into practice;
* To provide an informal point of contact for organisational staff on the process of embedding SDH into practice.

3. Membership

Membership in the CoP is open to all Divisions establishing or operating PMH practices, interested in focusing on SDH. Physician Leaders, Executive Directors, staff and contractors supporting the PCN change work (“PMH Facilitators”) are invited to attend. All PMH/PCN communities are invited to take part, with membership expanding as new communities join the PMH/PCN journey.

4. Structure

The CoP will normally meet monthly in a one hour-long tele/videoconference. Longer meetings will be held if required and announced in advance. Physical meetings will be planned when feasible.

The responsibility to chair the CoP will rotate among members. The Chair is responsible for:

* Facilitating group discussion to ensure that communication is inclusive and respectful;
* Developing the agenda and/or objectives for the subsequent CoP meeting, with the support of Divisions staff.

The standing agenda includes:

* New Members Introduction
* Current Progress/Initiatives Roundtable: Each member has one minute to describe a current challenge or success, outlining how members can help each other;
* Focus Presentation: A brief presentation on a focus issue, as determined by the group and planned by the CoP chair. The presentation may be from CoP members, other staff or external subject-matter experts;
* Open Discussion: On the focus presentation or other issues raised by members.
* Future Agenda and Next Meeting Timeframe.

All members are expected to share their expertise, and any documents or other resources they have which they think will be useful to all members.

5. Support

Divisions staff, and consultants when available, will support the CoP with:

* Development of the agenda, in conjunction with the upcoming meeting Chair;
* Announcing meeting dates and issuing invitations to attend;
* Technical support in establishing the video-conference link;
* Distribution of minutes, recordings of the meetings and support materials.

Unless otherwise agreed, any costs arising from activities under the CoP will be borne by the member who incurs them.

May 15, 2019

1. Étienne Wenger, "Communities of practice: A brief introduction"

 [↑](#footnote-ref-1)