

Alberta Health Services/United Nurses of Alberta

PRC Forum - Terms of Reference

July 2024

Purpose

As per Letter of Understanding #19 in the AHS/UNA Collective Agreement, the purpose of the PRC Forum is to continue to have good faith discussions about how to improve the effectiveness of the professional responsibility Committee and addressing concerns about safe staffing. This includes supporting and communicating with local PRC Committees.

Reporting

- Updates/Recommendations – PRC Forum representatives will provide updates including recommendations to the applicable reporting structures and through the relevant communication channels within each organization.
- Joint Committee – PRC Forum representatives will keep the Joint Committee apprised of ongoing work and recommendations for purposes of receiving input from Joint Committee representatives. PRC Forum activities and recommendations are not subject to Joint Committee approval.
- Provincial Workload Advisory Committee (PWAC) – PRC Forum representatives will keep the PWAC apprised of ongoing work and recommendations for purposes of receiving input from PWAC representatives. PRC Forum activities and recommendations are not subject to PWAC approval.

Membership

- PRC Forum membership is comprised of individuals identified by each organization (UNA and AHS). See Appendix A for current representatives.
- Ad Hoc members/attendees to provide additional information or advice on issues are to be mutually agreed upon by UNA and AHS in advance.

Meetings

- Frequency – three times a year.
- Location – one each in person in Calgary and Edmonton and one virtual.
- Length – half day
- Chair – UNA and AHS to alternate chairing meeting. Chair to develop summary of key messages from meeting (as appropriate) that can be shared within each organization as joint communication from the PRC Forum.
- UNA to provide administrative support for meetings.
- Or as mutually agreed by the PRC Forum representatives.

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Primary Contacts

<p>Joshua Bergman Manager of Labour Relations – Specialty Areas United Nurses of Alberta 780-903-8058 jbergman@una.ca</p>	<p>Crystal Roberts & Rick Mann Senior Advisor/AHS PRC Advisors Labour Relations & Negotiations Alberta Health Services 780-224-2679 crystal.roberts@ahs.ca; rick.mann@ahs.ca</p>
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Primary Contacts' Responsibilities

- Schedule meetings
- Prepare agendas, including ad hoc attendees if applicable
- Develop report to Joint Committee
- Record meeting notes
- Complete a meeting summary including action items and recommendations
- Distribute agendas, meeting notes and meeting summaries to Forum members

Decision-making

- PRC Forum recommendations will be based on consensus of PRC Forum members
- AHS approval of PRC Forum recommendations will be by AHS Senior Executive Team as needed.
- UNA approval processes to be determined based upon the issue as needed.

Appendix A

PRC Forum Representatives

United Nurses of Alberta

Heather Smith
President

Danielle Larivee
First Vice President

Joshua Bergman
Manager of Labour Relations – Specialty Areas

Nicole Scott
Professional Responsibility Advisor

Tracee Cowan
Professional Responsibility Advisor

Alberta Health Services

VACANCY
(To be confirmed by AHS)

Janie Clink
Senior Operating Officer, RAH et al

Fadumo Robinson,
Associate Chief Nursing Officer, HPSP

Crystal Roberts
Senior Advisor/AHS PRC Advisor

Rick Mann
Senior Advisor/AHS PRC Advisor