



Revision Date: November 2012
February 2015
August 2017

**MANITOBA RENAL PROGRAM
POLICY AND PROCEDURE COMMITTEE**

TERMS OF REFERENCE

PURPOSE:

To provide a forum for the development, revision, approval and implementation of the policies, procedures, protocols, guidelines and standards used in the Manitoba Renal Program, in order to ensure:

1. Provision of quality patient care in a safe and cost effective manner.
2. Standardization of patient care.

Adherence to practice standards as outlined by College of Registered Nurses of Manitoba (CRNM), College of Licensed Practical Nurses of Manitoba (CLPNM), Manitoba Regulated Professionals: Professional Associations Regulatory Bodies Resources, Canadian Nurses' Association (CNA), Canadian Association of Nephrology Nurses and Technicians (CANNT), Canadian Society of Nephrology (CSN) and Kidney Disease Improving Global Outcomes (KDIGO), National Kidney Foundation (NKF) Kidney Disease Outcomes Quality Initiative (KDOQI) Guidelines.

OBJECTIVE:

1. To collaborate in the development, revision, approval and implementation of policies, procedures, protocols, guidelines and standards which provide direction on the scope, function and responsibility for patient care.
2. To communicate with and to seek approval for provincial Manitoba Renal Program (MRP) policies, procedures, protocols, guidelines and standards within Brandon Regional Health Centre (BRHC); Health Sciences Centre (HSC) including Manitoba Local Renal Health Centers (MLRHC); St. Boniface Hospital (SBH); and Seven Oaks Hospital (SOH).
3. To liaise with all members of the multidisciplinary team.
4. To review nursing policies, procedures, protocols, guidelines and standards at least every three years and revise as required.

MEMBERSHIP:

Ex-Officio:

Director of Patient Services, Renal Program, HSC
Program Director, SOH
Director of Renal Program, Nephrology, SBH
Care Team Manager, Ambulatory Care, BRHC
Manager of Patient Care, Hemodialysis, HSC
Program Team Manager, Nephrology, SBH
Patient Care Team Manager, SOH

Ad Hoc:

Director, Infection Prevention and Control Program, Winnipeg Regional Health Authority (WRHA)
Skin and Wound Care Nurse, Renal Program, SOH

Designated:

Program Director, MRP, WRHA
Technical Manager or Dialysis Technologist delegate
Regional Educator, MRP, WRHA
Educator, Hemodialysis, HSC
Educator, Hemodialysis, SOH
Educator, Hemodialysis, SBH
Educator, Hemodialysis, BRHC
Renal Vascular Access Nurse, SOH
Renal Vascular Access Nurse, SBH
Renal Vascular Access Nurse, HSC
Clinical Resource Nurse, Hemodialysis, BRHC
Clinical Resource Nurse, Hemodialysis, SBH (x2)
Clinical Resource Nurse, Hemodialysis, HSC (x2)
Clinical Resource Nurse, Hemodialysis, MLCDU
Clinical Resource Nurse, Hemodialysis, SOH (x2)
Community Dialysis Nurse, HSC
Home Hemodialysis Nurse, HSC
Home Hemodialysis Nurse, SOH
Clinical Practice Nurse, Hemodialysis, SBH (x2)
Clinical Practice Nurse, Hemodialysis, HSC (x2)
Clinical Practice Nurse, Hemodialysis, SOH (x2)
Clinical Practice Nurse, Pediatric Hemodialysis
Clinical Practice Nurse, Hemodialysis, BRHC

CHAIRPERSON/CO-CHAIRPERSON

Appointed by the Membership for a two-year term.

Responsibilities:

- To organize meetings held on a bi-monthly basis (total of 5 meetings per year).
- To circulate an agenda and minutes one week prior to each meeting.
- To circulate specific procedures to representatives for development and review.

Peritoneal Dialysis Policy & Procedure Sub-Group**Ex-Officio:**

Program Director, MRP, WRHA
Manager of Patient Care, PD, SBH
Patient Care Team Manager, PD, SOH
Care Team Manager, Ambulatory Care, Brandon Regional Health Center (BRHC)
Manager, PD, Deer Lodge Center (DLC), Lodge 6

Designated:

Regional Educator, MRP, WRHA
Educator, Peritoneal Dialysis (PD), SOH
Educator, PD, SBH
Educator, PD, BRHC
Educator, HSC, PD, GD4 Medicine
Clinical Resource Nurse (CRN), PD, SBH
CRN, PD, SOH
CRN, PD, PDCC
CRN, PD, DLC, Lodge 6
Clinical Practice Nurse, PD, PDCC
Clinical Practice Nurse, PD, SBH
Clinical Practice Nurse, PD, SOH
Clinical Practice Nurse, PD, BRHC

Chairperson/Co-Chairperson:

Manager of Patient Care, Peritoneal Dialysis Community Care (PDCC)

COMMITTEE REPORTING RELATIONSHIP:

The Committee reports to the Manitoba Renal Program Professional Advisory Committee.

PROCESS:

1. Terms of Reference will be reviewed every two years by the Membership of the MRP Policy and Procedure Committee members.
2. Terms of Reference and minutes will be made available to all personnel employed in renal care within the province of Manitoba.
3. Agenda and Minutes will be distributed to designated members.
4. The development or alteration of policies, procedures, protocols, guidelines and standards, will be made by the designated members by consensus and according to evidence-based research, documentation, literature, manufacturers' recommendations, standards, safety and cost effectiveness. These documents are forwarded to the Manitoba Renal Program Professional Advisory Committee for approval.
5. Designated members will communicate the activities of the committee to their respective areas.
6. Designated members are responsible for attending meetings and providing meaningful input.
7. Designated members are responsible for supporting and promoting revised policies, procedures, protocols, guidelines and standards of care to their colleagues.
8. All written comments received will be considered at the table.
9. Meetings may occur by conference call.
10. Current Manitoba Renal Program policies, procedures, protocols, guidelines and standards are located in the Manitoba Renal Program Policy and Procedure Manual and can be found on the website, www.kidneyhealth.ca