

Sepsis Canada Patient Advisory Council Terms of Reference

1. Purpose

- a. Describe advisory council's membership.
- b. Outline the principal responsibilities of the council.
- c. Outline meeting procedures and decision-making process.

2. Patient Advisory Council Membership

The Patient Advisory Council includes all patient partners in the Sepsis Canada Network – with lived sepsis experience – who are actively participating in a project(s) or team(s), and committees within the network (an Active Member). Within this council, the term patient partner is used as an overarching term that includes individuals with personal experience of sepsis as well as caregivers, including family and friends.

3. Principal Responsibilities

The Patient Advisory Council supports Sepsis Canada's guiding vision to "*Suspect Sepsis, Save Lives, Support Recovery*." The Council will champion this vision by looking at research questions and problems through the lens of their lived experiences. Specific contributions include:

- Participating in committee / advisory board(s).
- Working directly with Network researchers to advice, support, and advocate on all aspects of research.
- Generating research ideas and priorities that are relevant, timely and beneficial to all.
- Promoting advocacy and knowledge translation.

4. Meeting Procedures and Decision-Making Process

Meetings:

- Will be held approximately 4 times per year (quarterly) for a maximum duration of 2 hours. Meetings can be held more frequently (at most monthly) as needed.

The Patient Council members will:

- Review meeting agendas and pre-circulated documents prior to the meetings. Meeting material will be circulated at least 3 business days prior to the meeting.
- Attend scheduled meetings and provide input. If unable to attend a scheduled meeting, members may provide input via email.
- Review circulated minutes and recordings as needed.

Decision-Making Process

- All patient partners within the council will be voting members. Researchers or administrative staff may join the council ad hoc, but they will not be voting members.
- A quorum consists of 50% of the active members who are present in the meetings.
- Patient Advisory Council members will strive for consensus on all decisions. When consensus cannot be reached, decision-making will proceed via a simple majority of the members present.

