

**COVID-19 Vaccine Primary Care Committee
Greater Sudbury, and the districts of Sudbury and Manitoulin
TERMS OF REFERENCE**

O: January 11, 2021

As a local public health agency with responsibilities under the [Ontario Public Health Standards](#) for immunization and infectious and communicable disease control, Public Health Sudbury & Districts has the overall responsibility for the unprecedented COVID-19 Vaccination Program. This responsibility is executed in close collaboration with others in health care and non-health care sectors.

The work of the COVID-19 Vaccine Primary Care Committee for Greater Sudbury, and the districts of Sudbury and Manitoulin will be informed by the [Public Health Sudbury & Districts COVID-19 Vaccination Program Playbook](#) which provides the essential pillars/overarching framework for the development of geographic and sector-specific implementation plans to outline a coordinated approach for vaccine program. This monumental collective effort will ensure that the overall objectives of the Public Health Sudbury & Districts COVID-19 Vaccination Program are achieved. These objectives include:

1. Minimize societal disruptions, including infrastructure and economic impacts.
2. Implement sustained public education and community outreach efforts.
3. Maintain public confidence.
4. Achieve a coverage rate of 75% of those eligible for vaccine by the provincially prescribed timelines.

Purpose

To provide input from a primary care perspective to inform the planning and coordination of the Public Health Sudbury & Districts COVID-19 Vaccination Program for the population across the Public Health Sudbury & Districts catchment area.

Planning Assumptions

The COVID-19 vaccine environment is very dynamic with many key elements either yet not known or rapidly evolving. Assumptions are therefore required to make planning possible. Refer to the [Public Health Sudbury & Districts COVID-19 Vaccination Program Playbook](#) for the current planning assumptions. As the assumptions are confirmed or otherwise stated, the Playbook will be adapted OR updated.

Primary Care Committee Objectives

1. To ensure coordinated primary care engagement with the Public Health Sudbury & Districts COVID-19 Vaccination Program.
2. To provide informed advice to Public Health Sudbury & Districts regarding primary care implementation of the COVID-19 Vaccination Program.
3. To communicate with and seek feedback from respective practices.

Reporting Relationship

The COVID-19 Vaccine Primary Care Committee (Primary Care Committee) reports to the Public Health Sudbury & Districts COVID-19 Vaccine Command Table (Appendix A) and members are accountable to their respective practices.

Primary Care Committee Membership

The Primary Care Committee will consist of representation from Primary Care across the region, including consideration of diversity of primary care practices, geographic locations, patient populations, and settings. Membership will be upon the recommendation of the Co-Chairs. See Appendix B listing members.

Primary Care Committee Member's Responsibilities and Guiding Principles

- To actively participate in meeting the Primary Care Committee's objectives.
- To carry out the objectives outlined within the Terms of Reference.
- To participate in the Primary Care Committee meetings and complete assigned tasks.
- To seek input from, and relay information to, their respective sectors, including their own organizations and relevant tables.
- To work in a respectful, professional, collaborative, consensual and empowering manner and recognize and respect the diversity of opinions
- To make every reasonable effort to ensure the effective, meaningful and fair participation of all members.
- To keep confidential any issues or materials indicated as such by the Co-Chairs.

Proceedings

Co-Chairs

- The Committee will be a co-chair model, including the Medical Officer of Health or delegate and a Primary Care Practitioner as supported by the Committee.

Role of Co-Chairs

The Co-Chairs will share responsibility for the following:

- Coordinate and chair meetings
- Disseminate all materials relevant to meetings (given dynamic circumstances, these may be just-in-time receipt)
- Indicate if any materials or issues are to be handled in a confidential manner
- Retain official committee documents, including but not limited to agendas, minutes and correspondence (PHSD responsibility)
- Forward reports, minutes, recommendations and supporting documentation from the Primary Care Committee in writing to the COVID-19 Vaccine Command Table.

Role of the Recorder

A recorder appointed by Public Health Sudbury & Districts will track key decisions and meeting action items and assist the Co-Chairs in follow up as applicable.

Frequency and Duration of Meetings

- Meetings are virtual and scheduled weekly on Fridays from 1:30 to 2:30 or earlier
- Meetings may be canceled with little notice if determined by the Co-Chairs that no meeting is necessary
- Additional meetings may be called at the discretion of the chair, or if there is an identified need to complete projects
- The Committee will cease operation when no longer needed to support the COVID-19 vaccination program as determined by the Co-Chairs

Quorum

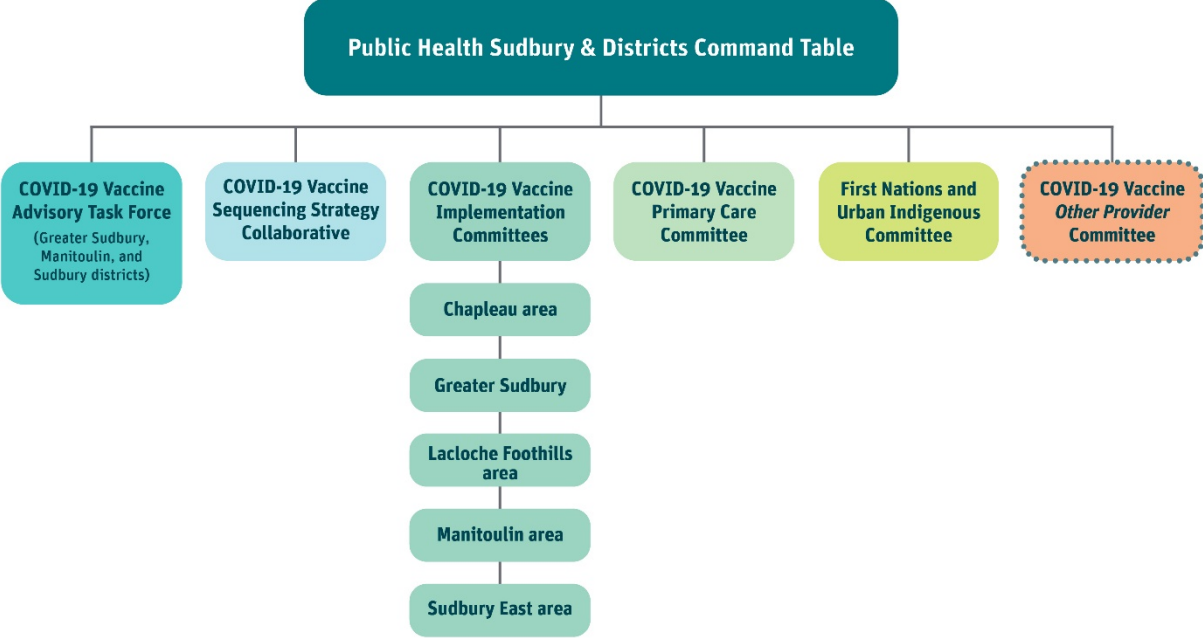
Quorum is met when ten or more members are present.

Date Committee Formed

January 8, 2021

APPENDIX A
Local Organizing Structure

COVID-19 Vaccination Program
Organizing and Partner Engagement Framework



APPENDIX B

Primary Care Committee Membership

Representatives	Organization
Dr. Andrew Kuchtaruk	
Dr. Christine Clendenning	
Dr. Leann Knight	
Dr. Erin Chouinard	Adanac Family Medicine
Amanda Rainville	Capreol Nurse Practitioner-Led Clinic
Denis Constantineau	Centre de santé communautaire du Grand Sudbury
Nicolle Plante-Dupuis	Centre de sante Univi Health Centre
Gisele Barlow	Chapleau & Area Family Health Team
Randi Noel	Chapleau & Area Family Health Team
Catherine Pichette	City of Lakes Family Health Team
Dr. Tom Crichton	City of Lakes Family Health Team
Monique Rainville	Collège Boréal - Service de santé
Dr. Amelia Witkowski	Copper Cliff Medical Center
Dr. Dennis Reich	COVID Assessment Centre
Dr. Stephen Bignucolo	Espanola and area Family Health Team
Jon Brunetti	Espanola and area Family Health Team
Katie Wiebenga	Espanola and area Family Health Team
Darlene Kidd	Killarney Health Centre
Lyne Rivet	Laurentian University, Health & Wellness Services
Jennifer McKenzie	Mamwesying North Shore Community Health Services
Dr. Maurianne Reade	Manitoulin Central Family Health Team
Dr. Simone Meikleham	Manitoulin Health Centre
Marla Toulouse	Massey Medical Clinic
Carol Eshkakogan	N'Mninoeyaa Aboriginal Health Access Centre
Dr. Reena Dhatt	Northeastern Ontario Medical Offices (NEOMO)
Tammy Maguire	Noojmowen Teg Health Centre

Dr. Sarita Verma	Northern Ontario School of Medicine
Dr. Penny Sutcliffe	Public Health Sudbury & Districts
Sandra Laclé	Public Health Sudbury & Districts
Stacey Gilbeau	Public Health Sudbury & Districts
Laurie Gagnon	Public Health Sudbury & Districts
Amber Patchett	Shkagamik-Kwe Health Centre
Tracy Joly	Shkagamik-Kwe Health Centre
Arro Barry	Sudbury and Districts Nurse Practitioner Clinics
Dr. Killian DeBlacam	Sudbury Family Health Organization
Dr. Rose Michael	St. Joseph's Sudbury Family Health Organization (FHO)
Dr. Stephen Cudmore	St. Joseph's Sudbury Family Health Organization (FHO)