



Calgary and Area RCSD Learning Partnerships Terms of Reference

Purpose

Calgary and Area Regional Collaborative Service Delivery (RCSD) identifies building capacity, partnering with children, youth and families and promoting evidence informed practices as pillars to effective service delivery. The purpose of this Committee is to explore opportunities to foster meaningful, shared learning for service providers and families across professional designations and organizations. The work of the Learning Partnerships Committee will be guided by the Calgary and Area RCSD current regional priorities, as outlined in the Annual Plan.

Role of the Learning Partnerships Committee

The Learning Partnerships Committee will seek out and develop learning opportunities that strengthen community capacity, increase collaboration among partners, and improve the quality of care for children and youth. The Learning Partnerships Committee will work with cross-sector service providers to bring current evidence into clinical practice and promote interprofessional understanding in order to strengthen collaborative practice, integrated case planning, and overall quality of service. The Learning Partnerships Committee will work with parents to build the capacity of families to address the needs of their own children and enhance their comfort in collaborating with service providers as an active member of their child's care team.

Specific roles of the Learning Partnerships Committee include:

1. Identify Regional Learning Needs

- Work with key Calgary and Area RCSD partners and/or stakeholders to identify annual learning priorities in keeping with the Strategic Plan, emerging needs and available resources

2. Learning Event

- Plan and organize an annual learning event for RCSD stakeholders
- Ensure events and partnership opportunities reflect the RCSD audience and committee logistical capacity including factors such as annual regional priorities, cross-sector appeal, cross-partner and family access, timelines and costs (see appendix 1)
- Compile, review and incorporate data from events to inform future planning

3. Explore Learning Partnership Opportunities
 - Respond to and proactively create opportunities to build common knowledge, enhance mutual understanding and build capacity to address broad health concerns and emerging needs of children and youth
 - Foster connections between and within service providers and families through shared education
 - Develop strategies to share expertise, experience, and evidence-informed practice within Calgary and Area RCSD and across other RCSDs
4. Make Recommendations to Leadership
 - Bring forward recommendations to Leadership for decision as appropriate when outside the scope of the Guidelines for Decision Making

Learning Partnership Committee Structure

Membership

The membership shall include a combination of Leadership Team members, multi-sector representatives from partner organizations connected to Calgary and Area RCSD, and the Calgary Regional Consortium. Additional members may be sought for specific learning partnership opportunities. The Administrative Coordinator for Calgary and Area RCSD will be a standing member of the Committee.

Co-Chairs

The Learning Partnerships Committee will appoint Co-Chairs, at least one of whom shall be a member of the Leadership Team. An effort will be made to ensure continuity as transitions of the Co-Chairs occurs. The Calgary and Area RCSD Regional Manager will provide a connection to opportunities from other RCSDs and the Calgary and Area RCSD Administrative Coordinator will provide event planning, logistical and administrative support.

Accountability

The Learning Partnerships Committee will report to the Regional Leadership Team of the Calgary and Area RCSD through the Committee Co-Chairs **and/or Liaison**. Members will share information and gather input from their stakeholder groups as necessary to advance the work of the Committee. Members are accountable to each other for maintaining a collaborative culture of mutual respect and transparency.

Working Groups

The Learning Partnerships Committee may establish working groups to implement specific events, capacity building or partnership opportunities. These groups will be time limited and task oriented with specific objectives and anticipated outcomes.

Meetings

Meetings will be held once a month from September to June or at the call of the Co-Chairs. Agendas will be prepared by the Co-Chairs in collaboration with the members. Minutes will be kept and made available to partners via the Calgary and Area RCSD intranet site

Terms of Reference Review

Terms of Reference for the Learning Partnerships Committee will be reviewed annually or as required.

Appendix 1: Conditions for Consideration Calgary and Area RCSD Learning Partnerships

Purpose

The Calgary and Area RCSD Learning Partnership Committee will proactively create and respond to opportunities to partner on learning and capacity building activities with other organizations, individuals, and initiatives that align with the annual strategic priorities or the emerging and identified needs of children, youth, and families in the community.

In this context, partnerships are understood to be collaborative, mutually beneficial ventures that leverage resources and result in meeting shared goals.

The Learning Partnerships Committee recognizes that opportunities will be unique and, thus, will require the consideration of a number of elements. Partnerships will be explored when opportunities capture many of the following criteria:

- Benefit the children, youth and families receiving services
- Are aligned with Calgary and Area RCSD's priorities
- Strengthen the legitimacy of Calgary and Area RCSD
- Have cross-system applicability and access
- Have cross-sector or interdisciplinary applicability and access
- Are open to participation from parents and families
- Are timely to Calgary and Area RCSD, its members, and its ongoing activities
- Align with, leverage or extend the available resources (e.g., human, technical, financial) of participating partners
- Create an opportunity for individuals to network and build the collaborative approach of Calgary and Area RCSD
- Create or provide resources that can be utilized by Calgary and Area RCSD frontline practitioners
- Support cross-regional participation
- Include an evaluation plan that assesses the impact of the activity or learning event, and provides a feedback loop on the success and impact of the partnering process

It is not expected that any one opportunity will meet all the above conditions; rather these conditions are intended to be used as benchmarks to ensure that there is sufficient value in the potential partnership for Calgary and Area RCSD engagement.