

CALL FOR APPLICATIONS

Context

The Montréal West Island Integrated University Health and Social Services Centre (IUHSSC) wishes to further incorporate the citizen partner approach into the organization, with a view to create a hub in which approaches combining citizens as partners with health and well-being issues are developed. This hub integrates scientific and experiential knowledge to create and develop skills, strategies, and innovative tools to improve health care and social services.

The Montréal West Island IUHSSC has set up two agencies to pilot and coordinate the implementation of the citizen partner approach: a Partners Council to develop approach guidelines and vision, and a Working Committee to implement various projects for the Citizen Partner Approach.

The Montréal West Island IUHSSC is issuing a call for applications to recruit citizens to serve on the Partners Council and the Working Committee. Two citizens will sit on each agency. The selected applicants will be expected to complete a voluntary two-year term beginning in the fall of 2018.

Citizens interested in serving as a member of the Partners Council or the Working Committee are invited to read the following eligibility, and fill out a short application form available on the Montréal West Island IUHSSC's website at the address below, or in paper format.

To submit your application online:

<https://ciusss-ouestmtl.gouv.qc.ca/get-involved-partner-citizens>

To submit your application in paper format:

Contact Sandra Cloutier by email at sandra.cloutier.comtl@ssss.gouv.qc.ca or by phone at 514-630-2225, extension 5268.

Deadline for applications: July 13, 2018, at 4 pm

Eligibility criteria for citizens and selection process

The Montréal West Island IUHSSC's project team is in charge of selecting applicants. The selection process will be carried out in three phases.

Phase 1: Based on eligibility criteria—*Do you have the right profile?*

General Criteria

- Must be 18 years and over;
- Must have an interest in the health care and social services sector;
- Must be active in your community or involved in social causes;
- Previous experience as a citizen representative for a group, committee or council is preferable;
- Must have good communication skills and the ability to work as a team;
- Must have listening skills and be open-minded;
- Must have free time, and undertake to attend meetings and to take note of the relevant information before the meetings.

Specific Criteria relating to the Partners Council

- Must be available days or evenings—depending on the availability of the other members—for meetings of a duration of approximately 1.5 hours, held every six weeks. The frequency of the meetings will be reassessed after the first six months;
- Must be able to travel to the meeting locations, which will alternate between the Lakeshore General Hospital in Pointe-Claire, and the St. Mary's Hospital Center in Côte-des-Neiges.

Specific Criteria relating to the Working Committee

- Ability to read and understand various documents;
- Must be available during the day for meetings of a duration of approximately two hours, held every three weeks. The frequency of the meetings will be reassessed after the first six months;
- Must be able to travel to the meetings, which will be held at the Lakeshore General Hospital in Pointe-Claire.

Exclusion criteria

Your application will not be accepted if:

- You are a user or a member of your immediate family is currently receiving treatment at an installation of the Montréal West Island IUHSSC;
- You are a health professional;
- You are an employee of the Montréal West Island IUHSSC;
- You have business or family ties with a member of the Partners Council or the Working Committee.

Phase 2: Validation interview

During Phase 2, eligible applicants will be contacted for a short phone interview to validate certain information and to confirm the person's interest in serving on the Partners Council or the Working Committee.

Phase 3: Random draw based on certain criteria

Following the phases of assessment and validation interviews, applications considered eligible will be subjected to a random draw that will take the following elements into account:

- gender equity;
- ethnocultural diversity;
- age diversity.

Reimbursement of meal and travel expenses: *Travel and parking expenses will be reimbursed by the Montréal West Island IUHSSC to participants needing to attend a meeting during the lunch period. A complimentary meal will also be served.*

The section below provides further details on the composition, the role, and the mandate of the Partners Council and the Working Committee.

PARTNERS COUNCIL

Composition

The Partners Council is made up of 12 members. It comprises representatives of the Montréal West Island IUHSSC, institutional and community stakeholders from across the territory, as well as members of the *Regroupement provincial des comités des usagers* (RPCU). It also includes academic and research partners, partners from the healthcare and social services sector, and citizens. Other organizational or institutional representatives may be invited to join the council as the project evolves.

Role

- Advisory role with respect to the Citizen Partner Approach guidelines and vision;
- Facilitator in terms of networking activities and the involvement of various stakeholders in health and well-being issues on the West Island.

Mandate

- Refer, receive, and approve recommendations concerning program choices;
- Ensure compliance with mandates and duties of the Citizen Partner Centre, and ensure its proper functioning;
- Report the operations of the Citizen Partner Centre to the Montréal West Island IUHSSC's Board of Directors via its Partnership and Population-based Committee;
- Facilitate networking and the creation of partnerships for each of the Centre's area of work;
- Where appropriate, consult others to support the Citizen Partner Approach.

Functioning of the Council

- **Meeting frequency:** The Partners Council shall meet about once every six weeks. The frequency of the meetings will be reassessed after the first six months.
- **Meeting locations:** The meeting locations will alternate between the Lakeshore General Hospital in Pointe-Claire, and the St. Mary's Hospital Center in Côte-des-Neiges.

WORKING COMMITTEE

Composition

The Working Committee is made up of 13 members. It comprises representatives of the Montréal West Island IUHSSC, institutional and community stakeholders from across the territory, as well as members of the RPCU and citizens.

Role: Ensures that the Centre's various components and projects are implemented.

Mandate

- Prepare, set up, and monitor projects;
- Ensure development of the Centre's four activity areas;
- Program and implement;
- Prepare work tools and recommendations for the Partners Council;
- Report to the President & CEO.

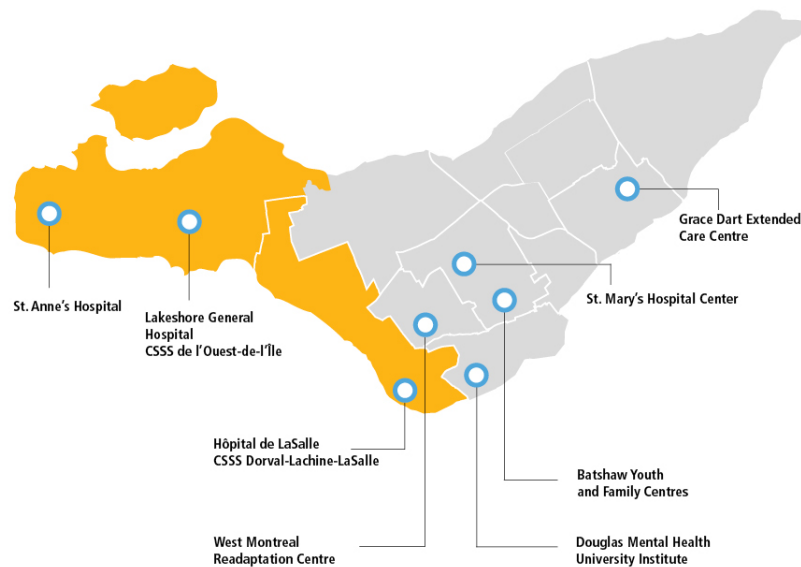
Functioning of the Working Committee

- **Meeting frequency:** The Working Committee shall meet once every three weeks.
- **Meeting location:** Lakeshore General Hospital in Pointe-Claire

About the Montréal West Island IUHSSC

The MWI IUHSSC emerged from the grouping of eight health and social services institutions. It is the largest of the five CIUSSS on the Island of Montréal. The Montréal West Island IUHSSC's territory extends over 184 km² and includes 8 cities and 4 boroughs for a population of nearly 370 000 inhabitants. Its clientele includes not only the population on the West Island and in Dorval-Lachine-LaSalle, but also population from other installations. It is made up of the following installations:

- Dorval-Lachine-LaSalle Local Services Network (LSN) (CLSC, CHSLD, Hôpital de LaSalle)
- West Island LSN (CLSC, CHSLD, Lakeshore General Hospital)
- Douglas Mental Health University Institute
- West Montreal Readaptation Centre
- St. Mary's Hospital Center
- Grace Dart Extended Care Centre
- Batshaw Youth and Family Centres
- Ste. Anne's Hospital



For more information, or if you have any questions concerning the Citizen Partner Centre or the call for applications process, contact Sandra Cloutier by email at sandra.cloutier.comtl@ssss.gouv.qc.ca or by phone at 514-630-2225, ext. 5268.