

Primary Care Asthma & COPD Program Advisory Committee Terms of Reference March 2026

The Primary Care Asthma & COPD Program (PCAP) is part of Ontario's broader Asthma and COPD Program funded by the Ministry of Health (MOH). PCAP supports the Ministry's goals of improving chronic disease prevention and management through evidence-informed, community-based care.

The PCAP Advisory Committee (the Committee) is established to provide expert advice and strategic guidance to ensure PCAP remains rooted in the best available clinical evidence and aligned with MOH priorities, program standards, and leading practices in chronic disease prevention and management.

As a multidisciplinary body of clinical, academic, and system-level experts, the Committee plays a vital role in supporting the continuous improvement, clinical integrity, and sustainability of the program. Through its guidance, the Committee ensures that PCAP continues to act as a resource to the respiratory health community, supporting primary care teams across Ontario in delivering high-quality asthma and COPD care, facilitating adoption of evidence-based clinical tools, and advancing quality-improvement, education, and research initiatives.

Purpose

The purpose of this Committee is to provide strategic guidance to the PCAP, with a focus on evaluating the effectiveness of program implementation and ensuring alignment with current clinical standards and evidence-based best practices. The Committee plays a key role in supporting continuous improvement by guiding the ongoing review and refinement of PCAP tools, including the PCAP Manual, to ensure they remain relevant, effective, and responsive to evolving needs.

Through this iterative process, the Committee promotes consistency, standardization, and coherence in the application of PCAP tools across jurisdictions, helping to strengthen the overall integrity of program delivery.

In addition, the Committee contributes expert insight into the development, validation, and enhancement of provincial quality indicators used in the performance measurement strategy. By advising quality indicators, performance targets, and review methodologies, the Committee supports a culture of continuous quality improvement and system accountability. Its guidance ensures that quality measurement frameworks are both clinically meaningful and adaptable to the changing landscape of healthcare delivery.

Ultimately, the Committee serves as a collaborative forum for cross-sectoral dialogue, knowledge exchange, and shared decision-making, all aimed at advancing

program excellence and improving patient outcomes across the province.

Roles & Responsibilities

Lung Health Foundation

As the secretariat for the Committee, the Lung Health Foundation:

- Provides administrative and logistical support for Committee activities (meetings, documentation, communications);
- Supports the Chair in setting priorities and advancing the performance measurement strategy;
- Uses the Committee's recommendations to guide organizational and program-level decision-making;
- Manages communication between members and with external stakeholders, as appropriate;
- Supports documentation and dissemination of key outputs (e.g., summary reports, PCAP tools, or shared resources).

Co-Chairs

The Co-Chairs will include the PCAP Medical Director and will:

- Work with the Lung Health Foundation to set meeting agendas and review materials.
- Facilitate meetings to ensure productive dialogue, inclusive participation, and effective discussion.
- Help ensure discussions remain evidence-based, clinically relevant, and aligned with program and system priorities.

Participants

Participants play a key role in contributing evidence-based resources and expertise. Key responsibilities include:

- Actively participating in meetings and discussions;
- Sharing relevant insights, tools, and learnings;
- Reviewing and providing feedback on outputs as needed.

Membership

The Committee will be comprised of a diverse membership of 5-10 individuals, each of whom must meet the criteria of at least one of the following categories:

- Physician (e.g., family physician, pediatric respirologist, adult respirologist)
- Non-physician healthcare professional (respiratory therapist, nurse)

- practitioner, registered nurse)
- Implementation science researcher with expertise in asthma and/or COPD
- Representative from provincial health association (Ontario Health, Ministry of Health)
- Quality improvement specialist
- Digital health specialist (or other relevant expert)

Terms and Participation

Position of the Co-Chairs

The Co-Chair has a two-year term. The Co-Chair may decide to renew their membership for another two years. There is no limit to the renewal of this position.

Committee Member Positions

The term of office of Committee members is for two years. Members at this time may decide to renew their membership for another two years. There is no limit to the renewal of the position.

Confidentiality

The information shared at the Committee is confidential unless stated otherwise in the discussions. Disclosure of membership on other relevant committees would be appreciated.