

Role of the Medical Advisory Board

Purpose of the Medical Advisory Board

The purpose of the Medical Advisory Committee is to offer advice to Lupus Ontario on matters of a medical nature that impact the lupus community.

Policy Objectives

The objective of this policy is to:

- Define the roles and responsibilities of the Medical Advisory Board

Policy Application

This policy applies to all members of the Medical Advisory Board and the Lupus Ontario staff and volunteers who engage with them.

Policy Type

This is an external policy and therefore should be disclosed to the public on our website.

Executive Champion

The President of Lupus Ontario is the executive champion of this policy.

Medical Advisory Board Composition

The Medical Advisory Board will consist of up to twelve medical or para medical professionals who interact with the lupus community through:

- Patient Care
- Lupus Research
- Lupus Education of other professionals or Lupus patients

Each member of the Medical Advisory Board will sign a form letter, sample attached, formally agreeing to be on the Board.

Lupus Ontario will provide each member of the Board a letter annually confirming the hours that the practitioner has spent contributing to the Medical Advisory Board.

Medical Advisory Board Roles and Responsibilities

The role of the Medical Advisory Board is to provide advice and insight to Lupus Ontario in regard to issues facing the lupus community and approaches Lupus Ontario could take to help resolve these issues. They are not a decision-making Board. The Medical Advisor role is voluntary with no remuneration attached to it.

The responsibilities may include:

- Providing input to the Lupus Ontario Board on current issues facing the lupus community, especially in their region of the province.
- Ensuring Lupus Ontario activities and educational materials are relevant and useful for patients and caregivers.
- Reviewing Lupus Ontario educational materials of a medical nature to ensure completeness and accuracy.
- Educating the lupus community on advances in research and treatment options. This can be done by participating in webinars, podcasts, symposia, etc.
- Providing input into Advocacy plans when required
- Attending Lupus Ontario events when possible. Events would include the Walk for Lupus, galas, etc.
- Suggesting ways to improve awareness of lupus in the community and with other health care practitioners
- When appropriate, providing information to patients and caregivers of the services Lupus Ontario can offer
- Communicating and collaborating with other members of the Medical Advisory Board when required to do so.
- Attending an annual round table in May with Lupus Ontario board representatives to discuss issues and opportunities impacting the lupus community and Lupus Ontario
- Providing lay descriptions of Clinical Trials they are involved in or are aware of so Lupus Ontario members will know of the ongoing trials and could possibly request enrollment
- Providing short synopses of research articles each month to be used in the Lupus Ontario newsletter. This would be a rotating responsibility with a term of 6 months.

Monitoring and Compliance

The President will be responsible for leading the monitoring of the application and compliance of this policy direction.

The Head of the Governance Committee is responsible for tracking hours of involvement of the Medical Advisory Board members and issuing the letters.

Policy Review

This policy direction is to be reviewed at least every two years.





Letter to be signed by Member of Lupus Ontario Medical Advisory Board

President
Lupus Ontario
4438 – 285 Taunton Rd. East,
Oshawa, ON L1G 3V2

Date:

Re: Lupus Ontario Medical Advisory Board

Please accept this letter as confirmation of my agreement to join the Lupus Ontario Medical Advisory Board. I have read the policy entitled Role of the Medical Advisory Board and understand the role and responsibilities outlined therein.

Sincerely,