

November 20, 2017

Attention: Home Support Agencies and CCA Education Providers

We invite your organization to nominate an individual(s) who would be interested in serving on the Continuing Care Assistant Program Advisory Committee. At this time the Committee is looking for two representatives in the following roles:

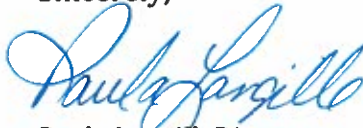
- **Administrator of a Home Support Agency providing services to DHW clients**
- **Privately Funded CCA Education Provider**

The CCA Program Advisory Committee was established by the Department of Health and Wellness to oversee the implementation and ongoing enhancement of the CCA Program. The CCA Program Advisory Committee focuses its energies on the strategic issues of standards and benchmarks, delivery criteria, monitoring, and evaluation. The Committee acts in an advisory capacity to the DHW, Risk Mitigation- Continuing Care who is the ultimate authority of the program.

The perspective of a wide range of representatives from across the health system is vital for the support and enhancement of the CCA Program. The above representatives will be asked to join the Committee for a three-year term starting February 1, 2018. The Terms of Reference for the Committee is attached. The attached nomination form outlines the categories used to evaluate each nomination. In addition to the appropriate sector and position we place a strong importance on the experience and/or involvement in the categories outlined and on district representation; each section on the form is scored based on the information supplied by the nominee.

If you know of an individual who would be interested in serving on the CCA Program Advisory Committee, please submit his/her name by completing the attached nomination form and submitting a brief biographical sketch to Pam Shipley, CCA Administration, 2 Dartmouth Road, Bedford, NS B4A 2K7 or pam.shipley@healthassociation.ns.ca by Friday, January 19, 2018.

Sincerely,



Paula Langille Director
Risk Mitigation-Continuing Care, DHW

c. Pam Shipley, CCA Program