

BORN Steering Committee

Terms of Reference

Scope

Provide leadership advice to BORN Ontario (Better Outcomes Registry & Network) in its mission of creating and maintaining an authoritative and definitive source of accurate and timely information to monitor, evaluate and plan for the best possible beginnings to lifelong health. The focus is pregnancy, birth, newborn and child health up to 18 years of age, with attention to maternal and family health as it impacts the child. This will encompass issues related to the operations of the organization, including, but not limited to:

- Identification of key issues/priorities/opportunities of users and stakeholders.
- Development of strategic directions;
- Identification and maintenance of key partnerships;
- Alignment of committee recommendations with operational priorities;
- Dissemination of information from BORN;

Reporting

This Committee will report to the BORN Leadership team. The Committee will interact with other internal and external bodies as required to accomplish its tasks.

Membership

The membership will be interdisciplinary and the following clinical, policy, and partner expertise will be represented. Members will be chosen to represent the required following stakeholders, and to also provide geographic/regional/ subspecialty community representation, where possible. The Committee will be composed of up to 9+ voting members plus a chairperson representing the following perspectives:

- BORN Executive Lead (ex-officio)(BORN Steering Committee Chair)
- BORN Leadership Team (ex-officio, non-voting)
- 3 BORN Committee Chairs (ex-officio)
- Ministry of Health and Long-term Care director (ex-officio)
- Ministry of Health Ministry of Children and Youth Services director (ex-officio)
- PCMCH Executive Director (ex-officio)
- 3 Stakeholder representative

The Committee may add ex-officio members as required.

Committee members will have been selected as individuals to represent a specific various perspectives; therefore, alternative delegates can be invited to meetings.

Meetings

Meetings will be held at the call of the chair at least two times a year by teleconference or face-to-face, with no interval between meetings of more than 7 months and a maximum of two face-to-face meetings per year. The BORN Steering Committee is expected to operate by consensus. However, should a more formal conduct be desired, the Robert's rule of order shall prevail.

Functions

The committee will strike task forces as needed to accomplish the committee's tasks. Members of task forces will be selected from the appropriate communities. The chair of a task force should be a member of the committee. The committee will coordinate policies forwarded by task forces to ensure concordance of protocols/policies for the full program.

Conflict of Interest

Members will not include any person whose personal or professional activities constitute a conflict of interest. Such activities include, but are not limited to: direct ties to private industry and personal interests in developing related technologies, including patents and patents pending. Incumbent and existing members will disclose to the chair, without delay, any actual or potential situations that arise which might be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

Confidentiality

Every member will respect the confidentiality of matters brought before the Committee or subcommittees. All materials will be treated as confidential. It will be clearly stated when material is no longer confidential.

Compensation

Service as a committee member is voluntary. Members will be reimbursed for expenses incurred to attend meetings as per The BORN Travel Reimbursement Policy and procedure.

Formal Review

The Terms of Reference shall be reviewed annually.