



## **Maternal Newborn Outcomes Committee - Dashboard Subcommittee Terms of Reference – August 20 2013 v4 - FINAL**

### **Scope**

To provide advice to the Maternal Newborn Outcomes Committee (MNOC) and BORN Ontario about issues related to the current Maternal Newborn Dashboard (MND) key performance indicators (KPIs) and related benchmarks, the KPI revision and cycling process, and the BORN Dashboard Development Roadmap.

### **Tasks**

Specific responsibilities are to:

- Monitor and identify significant MND KPI trends and recommend education, policy and knowledge translation strategies as required, with consideration of alignment with other provincial priorities/groups.
- Review and provide advice on issues related to the current MND KPIs and related benchmarks
- Develop a KPI cycling process for revision, retirement, or replacement of KPIs on the MND and for future dashboards related to maternal, newborn and neonatal outcomes
- Identify potential new KPIs to populate the MND based on emerging perinatal scientific trends, provincial mandates for the adoption of practice guidelines, and opportunities and challenges within provincial and national contexts of care
- Review the feasibility of having measurable outcomes on the MND and on future maternal, newborn and NICU dashboards
- Review the scientific evidence, provincial data and current clinical practice and recommend benchmarks for best practice related to selected KPIs
- Review and provide advice about the BORN Dashboard Development Roadmap – designed to guide future dashboard development initiatives within BORN.

### **Membership and Reporting Structure**

The membership will be interprofessional and the following areas of expertise will be represented. Members will be chosen to meet the required content expertise, and to also provide geographic/regional/sub-specialty representation, where possible, including:

- Pediatrics/Neonatology
- Obstetrics/Maternal Fetal Medicine
- Midwifery
- Nursing
- Epidemiology
- Maternal Newborn Researchers
- Quality Improvement/Patient Safety
- Maternal Newborn Administrator
- Knowledge Translation
- Public Health

Nominations for membership will be determined by first issuing a call for expression of interest to join the subcommittee to the Maternal Newborn Outcomes Committee. External call for membership may be extended to the broader BORN community to fill the membership requirements.

Ad hoc members may be added as required for their subject matter expertise.

The Dashboard Subcommittee will report to the Maternal Newborn Outcomes Committee.

### **Terms**

The Chair will have a term of two years, but should remain as a committee member for an additional year, for continuity. The position is not renewable, but a person can return as Chair for another term after a cycle of a different Chair.

Members of the committee will generally have terms of three years, renewable once. Renewed appointments will normally be for another 3 years, however, after the inaugural three years of the committee, some renewals will be for 1 or 2 years, to ensure continuity among the membership. Additional renewal may be possible to allow a member to assume the Chair role, if requested.

### **Meetings**

Meetings will be held bi-monthly (excluding July and August) and at the call of the chair for specific task-oriented issues. Meetings will generally be scheduled for 1-2 hours. Meetings will be held at times convenient for the majority of members, preferably at the beginning or end of the day if the meeting is of a shorter duration.

The MNOC Dashboard Subcommittee is expected to operate by consensus. However, should a more formal conduct be desired, the Robert's rule of order shall prevail.

### **Functions**

The subcommittee will strike working groups as needed to accomplish the subcommittee's tasks. Members of the working groups will be selected from the appropriate stakeholder groups. The subcommittee will coordinate recommendations forwarded by these groups to ensure concordance of protocols/policies.

### **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 subcommittee or any of its working groups. Meeting materials, including slides, which are confidential, will be clearly identified at each meeting or in written (including email) correspondence. When such material is no longer confidential and may be circulated externally, the committee will be notified by the chair.

### **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 after the first year and with the beginning of a new chairperson's term.