



## **Maternal Newborn Outcomes Committee**

### **Terms of Reference – Originally approved December 20, 2010**

### **Amended – February 13, 2015**

#### **Scope**

Provide scientific, health system, and technical 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. This will encompass predisposing factors and outcomes related to clinical care issues and social determinants of health affecting Ontario's maternal and newborn populations, including, but not limited to:

- Pregnancy issues (e.g. hypertensive disorders, access to care, folate use, etc.)
- Birth and postpartum issues (e.g. cesarean section, appropriate level of care, use of fetal fibronectin, breastfeeding etc.)
- Neonatal issues (e.g. prematurity, transport, etc.)
- Maternal health issues (e.g. maternal morbidity)
- Social determinants of health (e.g. smoking)
- Outcomes (including later development and child health)

#### **Tasks**

1. Advise BORN on the definition, collection, monitoring and evaluation of specific data elements and indicators of maternal and newborn health, developed in collaboration with PCMCH
2. Evaluate and make recommendations to BORN regarding the scope, definitions, processes and methods for collection of maternal, newborn, and outcomes data
3. Advise BORN on research necessary to enhance understanding of maternal and newborn health issues, especially as related to observations from analysis of BORN data
4. Make recommendations to BORN on disseminating knowledge gained from analysis of BORN data to targeted audiences including the general public
5. Refer policy questions to the appropriate subcommittee of PCMCH for policy analysis and work collaboratively with them to consider the operational and implementation issues raised by their policy analysis
6. Provide scientific guidance and program evaluation for specific initiatives as defined by the Committee's governing bodies (BORN executive, MOHLTC) and the Committee's scope
7. Report annually to the BORN executive

#### **Reporting**

The committee will report formally to the BORN executive. The committee will interact with other internal and external bodies as required to accomplish its tasks.

## **Membership**

The membership will be interdisciplinary and areas of expertise listed below will be represented as required by the business of the committee. Additional consideration will be given to regional, academic and community representation. The working group will be composed of 10-15 members plus a chairperson. In the inaugural year of the Committee, both the chairperson and the vice-chairperson will be chosen by the Nomination Committee. Thereafter, these two positions will be filled through a nominations process. In order to ensure continuity, the vice-chairperson will work together with the chairperson with the expectation that s/he would assume the chair in due course.

- Neonatology
- Maternal/Fetal Medicine
- Obstetrics
- Nursing
- Midwifery
- Epidemiology
- Screening
- Health Economics
- Pediatrics
- Quality
- Ethnicity/Aboriginal
- Public Health/Health Policy

The MNOC committee may add ex officio members as required.

Committee members will have been selected as individuals to represent a specific expertise and experience, therefore, alternative delegates will not normally be invited to meetings.

A BORN Resource Person will assist the committee with communication between BORN and PCMCH groups as well as assistance with meeting planning and development of the agenda.

## **Nomination Process**

BORN will issue a call for Expressions of Interest for membership on this committee. A nominations committee established by BORN will review all submissions and will nominate individuals based on the aforementioned membership criteria, excluding any individuals with conflicts of interest (as detailed below).

## **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, except in the inaugural two years of the committee where some members will be replaced after two years to prevent loss of a critical mass at 3 years. Renewed appointments will normally be for another 3 yrs, 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 or vice-chair role, if requested.

## **Meetings**

Meetings will be held at least twice per year with an option of a third meeting at the call of the chair, with no interval between meetings of more than 6 months. Additional sub-committee/task force or meetings by teleconference will be held as needed. The meeting duration will vary depending on the business of the committee. Meetings will be held at times convenient for members, preferably at the beginning or end of the day if the meeting is of a shorter duration.

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

## **Functions**

The MNOC will strike subcommittees or task forces as needed to accomplish the committee's tasks. Members of subcommittees will be selected from the appropriate communities. The chair of a subcommittee or task force should be a member of the MNOC. The MNOC will coordinate recommendations forwarded by these groups 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 any of its subcommittees or task forces. 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.