



Maternal Newborn Outcomes Committee - Neonatal Subcommittee

Terms of Reference

Scope

Provide advice to the Maternal Newborn Outcomes Committee and BORN, regarding provincial issues of interest and data collection for the neonatal population (normal and high risk). This will include, but not be limited to:

- Quality and scope of neonatal data collection across the province
- Indicator development support
 - Ensure data required for system level indicators is being collected by BORN or by other linkable data sources
- Newborn-specific report specifications for the BORN system
- Neonatal transport and neonatal follow-up

Tasks

- a) Work to attain 100% participation of Ontario NICUs for all NICU occupants into the BORN Information System
- b) Work with the relevant stakeholders to harmonize the data elements between CNN and BORN
- c) Develop, implement and analyze performance indicators for program effectiveness and quality
- d) Develop and review 'standard report' specifications for the BORN Information System that will allow NICUs to monitor their monthly/quarterly/yearly statistics and performance
- e) Monitor and identify to any performance/quality concerns found in the newborn data
- f) Evaluate data elements within the BORN *NICU* and *Birth-Child* encounters and make recommendations for additions, changes, or deletions as appropriate

Membership & 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/ subspecialty community representation, where possible.

- Neonatology – Representatives from Level 2 and Level 3 centres
- Community Pediatrics
- Family Practice
- Midwifery
- Canadian Neonatal Network (CNN)
- Epidemiology
- Data Specialist
- NICU Administrator/Manager

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

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

Nominations for membership will be determined by issuing a call for expression of interest to join the committee to the BORN distribution list.

The chair will be from the MNOC 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 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 quarterly and at the call of the chair and for specific task-oriented issues. Meetings will generally be scheduled for 1-2 hours. Additional sub-committee/working group meetings 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 neonatal 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 sub committee's tasks. Members of 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 who's 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.

Updated: April 11, 2012