



DATA AND QUALITY ASSURANCE TASK FORCE

Terms of Reference

BACKGROUND

Screening is the systematic population-based application of a test or inquiry to individuals who do not have symptoms of a specific condition in order to identify those who warrant further investigation and/or intervention to achieve better outcomes. The pillars of systematic screening include education, (offer of) enrolment, test administration, retrieval, treatment or intervention, evaluation and quality assurance/improvement.

Ontario's Prenatal Screening Program (PSP) is housed within BORN Ontario, and is funded by the Ministry of Health and Long Term Care (MOHLTC). Its mandate is to coordinate and oversee the operations of prenatal screening services in Ontario, in order to maintain an integrated program that operates as a "system of care".

PSP depends on input from experts in relevant fields to ensure that all the aspects of the screening program are effective as possible. The program will depend on advice from 3 task forces: (1) Educational Task Force, (2) Standards Task Force and (3) Data Monitoring and Quality Assurance Task Force.

Data monitoring and quality assurance in screening are particularly important, as sensitivity and specificity measures dictate the likelihood of missed cases and the rate of overtreatment. **Data monitoring also allows the program to measure how effective different measures are and how changes affect outcomes.** In addition, as the screening modalities and screening targets shift, so will the opportunities for quality measurement and improvement.

SCOPE

The PSP Data and Quality Assurance (DQA) Task Force has three overarching areas of focus:

- 1) To advise the PSP and BORN Ontario on strategies to **improve or enhance the collection of data** relevant to prenatal screening. Examples include:
 - Improvement of the prenatal screening follow-up data capture
 - Identification of opportunities to enhance data capture around the offer of screening in primary care
 - Identification of new data sources or specific new data elements that would improve the quality assurance or performance assessment of any aspect of the prenatal screening system of care
- 2) To advise the PSP regarding best **quality and performance metrics, feedback mechanisms, and reporting strategies.**

- 3) To advise the PSP on how the use and dissemination of the data can improve the prenatal screening system in Ontario
- 4) Review key metrics to identify gaps in screening performance with options to make recommendations on how they could be addressed

Type of Task Force and Function

The PSP DQA Task Force will invite expert guests as needed to provide relevant perspectives on data monitoring/quality improvement, for example: Health Quality Ontario, MRT, Ontario Association of Radiologists, College of Physicians and Surgeons of Ontario, etc.

Accountability

The PSP Data Monitoring/Quality Assurance Task Force will report formally to the PSP, with interaction with prenatal screening centres, laboratories, ultrasound facilities, providers, the PSPAC and other partners as needed to accomplish its tasks.

MEMBERSHIP

The PSP DM/QA Task Force will be comprised of 8-10 core members selected as individuals based on specific expertise and experience to best enable the work of this committee to be done in a positive and effective way. Membership will be sought in the following:

- Biochemist involved in maternal multiple marker screening
- Ultrasonographer
- Genetic Counsellor
- Maternal Fetal Medicine specialist
- Radiologist
- Risk Management specialist
- Clinical Geneticist
- Epidemiologist
- Patient representative
- Indigenous representative

Task force members will have been selected as individuals to represent a specific expertise, or will be specific delegates nominated by their organization or region. Alternate delegates will not normally be invited to meetings.

Membership includes voting and non-voting members. The non-voting members may include ex-officio representatives from the MOHLTC, PSP staff and any representatives who may be invited as subject experts. All other members, including the Chair are voting members. Membership should be reviewed on a yearly basis and periodic rotation of members should occur. PSP will provide a supportive secretariat function.

Nominations/Expressions of Interest Process

The PSP will issue a general call (across all Task Forces) for Nominations from partner laboratory and clinical sites, to ensure representation and input into the operations of the PSP.

The PSP will also issue a call for Expression of Interest for membership on this task force to ensure broader community participation. 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).

Responsibilities

Chair: The task force Chair will have a leadership role in providing effective governance and administration of the task force and is responsible for:

- Working with the PSP staff to schedule meetings and notify committee members
- Inviting guests to attend meetings when required
- Guiding the meeting in accordance with the agenda, including ensuring decision items result in a decision or action
- Reviewing and approving meeting minutes and ensuring circulation to all members of the committee (with the assistance of BORN staff)

Task force members: Members will review agenda items, make recommendations, collaborate as part of working groups on educational material.

A PSP Resource Person will assist the Chair with meeting planning and agenda development as well as documentation and communications as requested. The PSP leadership will be present to support meeting discussions and facilitate action items agreed to at task force meetings.

Term

The chair will have a term of three years, but may remain as a committee member after the term is completed. The position is not renewable, but a person may 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 or vice-chair role, if requested. Members are expected to attend a minimum of 50% of meetings per year to maintain membership. Members are requested to withdraw membership if unable to attend meetings on a regular basis.

MEETINGS

Face-to-face meetings will be held at the call of the chair no more than two times a year. Other business will be conducted by teleconference and email, with no interval between meetings of more than 6 months. Meetings will be conducted according to Robert's Rules of Order; however, every effort will be made to reach decisions by consensus.

Quorum

Quorum shall be 50 percent of voting members, either present in-person or via telephone-conference.

Decision-Making Process

Members share accountability for decisions. There should be open and direct communication based on honesty, respect and transparency, to ensure that all perspectives are heard. Decisions should be evidence or most-promising practice based. Decisions will be made by consensus whenever possible.

CONFLICT OF INTEREST

Members will not include any person whose personal or professional activities constitute a conflict of interest. Any potential COI must be disclosed to the Chair. 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, subcommittee or any of its working groups. Meeting materials, including slides, are all to be considered confidential and may not be used outside committee work and may not be disclosed or shared with non-committee members. If such material is no longer confidential and may be circulated externally, the committee will be notified by the chair.

COMPENSATION

Serving 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.

ADMINISTRATIVE SUPPORT

PSP Administrative staff will provide administrative support for the committee.

FORMAL REVIEW

The Terms of Reference shall be reviewed annually.