



## **EDUCATION 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 as 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.

The PSP is responsible for the development of prenatal screening-related Educational Strategies for the province's health care providers, as well as pregnant persons and their families. These strategies will inform the development of educational materials, including online and mobile tools, development and population of the PSP website, as well as paper-based and other accessible options.

#### **SCOPE**

The PSP Education Task Force will provide support and assist with the development of the PSP Education Strategies, including:

- Review and inform the development of:
  - Guidelines for the PSP website
  - Decision aids
  - Consumer engagement activities
  - Content for the website and other online opportunities
  - Paper-based education tools
- Ensure that the educational materials are:
  - Evidence-based – with references where possible

- Piloted with the target audience prior to posting to ensure clarity, utility, correct reading level (public materials) etc.
- Applicable to the Canadian audience – health care providers and public
- Accessible
- Unique or augment previously posted material
- In general, not linked to advertising or commercial companies
- Up to date
- Review requests for educational materials or for specific topics to be developed or written for the website.

The PSP Education Task Force will invite expert guests as needed to provide relevant perspectives on knowledge mobilization and education strategies.

### **ACCOUNTABILITY**

The PSP Education Task Force will report formally to the PSP, with interaction with prenatal screening centres, providers, the PSPAC and other community partners as needed to accomplish its tasks.

### **MEMBERSHIP**

The membership will be interdisciplinary, representing the areas of content expertise in prenatal screening and knowledge mobilization, including

- Genetic Counsellor
- Maternal Fetal Medicine specialist
- Geneticist
- Clinician or Educator with specific expertise in NIPT
- Family Medicine representative
- Midwifery representative
- Representation from GEC-KO
- Knowledge translation expert
- 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.

### **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.