

## Midwifery Advisory Committee

Approved By	Date
Revision Date(s):	

### Mandate

The mandate of the Midwifery Advisory Committee (MAC) is to provide strategic advice to BORN Ontario on the data collection and use of data, generated by midwives across the province. This committee will review and recommend system enhancements that improve midwifery facilitation of care for clients and newborns and adherence to emerging quality care pathways and guidelines.

### Responsibilities

The Midwifery Advisory Committee will carry out the following responsibilities in support of BORN's mandate, to facilitate the provision of quality health care, and to ensure high quality and provincially representative midwifery data in the BORN Information System (BIS):

- Contribute to BORN's strategies to attain complete, high quality midwifery data in the BIS
- Review and recommend BIS Enhancements that consider midwifery and perinatal data elements, and system improvements for midwifery client and newborn data collection and submission
- Advise on development and enhancement of BIS clinical and administrative reporting tools
- Review and recommend Midwifery Invoicing System (MIS) enhancements, as payment for Midwifery Practice Group (MPG) midwives is linked to timely, high-quality data collection
- Offer midwifery insight and expertise across BORN projects including Quality Improvements, reflective practice initiatives, data requests and midwifery research
- Provide expertise on data collection for Expanded Midwifery Care Models (EMCMs) demonstrating outcomes and system-wide improvements
- Provide expertise on data collection and use for Indigenous Midwifery Practices (IMPs) adhering to BORN's Indigenous Governance following OCAP principles, demonstrating outcomes and system-wide improvements
- Advise on special projects, including nominations: provide ad-hoc advice on various projects, and function as a MAC nominations committee when a call for nominations is required

On an annual basis, MAC will develop a workplan and review its Terms of Reference.

## **Membership**

MAC membership will reflect diverse identities, communities, geographic regions, models of care, areas of expertise and years of practice. MAC will be composed of 15 members, including:

- BORN Manager for Health Networks
- BORN Clinical Content Specialist – Midwifery (Co-chair)
- BORN Regional Coordinator
- AOM - staff representatives
- Midwifery Education Program – Research, Faculty
- Registered Midwives – MPGs and EMCs
- Indigenous Midwives – Indigenous Midwife, Indigenous RM
- Student Midwives – Registered midwifery student, Indigenous midwifery student (managed by the MAC nominations committee)
- Ontario Midwifery Program – (ex-officio, non-voting)

A MAC member appointed by the committee, along with the BORN Midwifery Clinical Content Specialist, will act as Co-chairs of MAC. BORN will provide a supportive secretariat function.

Non-voting guests may be invited as required for their subject matter expertise. Committee members will be selected as individuals to meet the diverse requirements; therefore, alternative delegates will not be invited to attend meetings.

## **Nominations and Expression of Interest**

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

## **Appointment and Term**

MAC members will be confirmed by the BORN Executive Director.

Initial appointments for new members will be made for a one-year term, renewable by submission of interest to BORN's Executive Director. Appointments for prior MAC members will generally be made for a three-year term, renewable once.

Renewed appointments will normally be for 3 years; however, some renewals will be for 1 or 2 years to ensure continuity among the membership. Additional renewals may be possible to allow members to assume the Co-chair role, if requested, or continue in ongoing committee work.

Committee members are expected to attend a minimum of 50% of meeting dates annually to maintain membership. Members are requested to withdraw membership if unable to attend meetings on a regular basis.

## **Accountability and Reporting**

The Midwifery Advisory Committee will make recommendations to the BORN Executive Director.

## **Decision Making**

Decision making on committee recommendations will require consensus. Consensus requires quorum constructed of 50% of members present, and majority vote of 50% + 1 responses. If this quorum is not reached, decision making will be made by other means, such as a survey.

MAC will establish sub-committees to fulfill its' mandate and responsibilities, such as BIS enhancements, Reporting, Research and Data Requests, and Special Projects (e.g. EMCs and IMPs). Membership of a sub-committee will be established by MAC. These sub-committees will report to MAC on their work.

## **Meetings**

MAC will generally meet biannually through teleconference. Meetings may also be called ad-hoc at the call of the Co-chairs.

MAC sub-committees may meet more often, depending on tasks and workload. Sub-committees may be chaired by a member of the committee or by the Co-chairs, as decided by the sub-committee.

Regular input and advise will be solicited from this group by BORN for other issues and opportunities that may arise.

## **Conflict of Interest**

Members will not include any person whose personal or professional activities constitute a conflict of interest (COI). Any potential COI must be disclosed to the Co-Chairs. 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. The Co-Chairs have the right to excuse any member with a COI that is perceived to interfere with the work at hand.

## **Confidentiality**

Every member will respect the confidentiality of matters brought before MAC, sub-committee(s) or any of its working groups. Meeting materials, including slides, are to be considered confidential and may not be used outside committee work, nor disclosed or shared with non-committee members. If such material is no longer confidential and may be shared externally, MAC will be notified by the Co-Chairs.

## **Reimbursement of Expenses**

Membership on the Midwifery Advisory Committee is voluntary. Meetings will be held by teleconference with communication tailored to a remote group. Should an in-person meeting be considered necessary, members will be reimbursed for travel expenses approved in advance that are incurred to attend meetings as per CHEO's Business and Corporate Travel Expenses Policy.

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