Primary Care Working Group
Terms of Reference

Background
The Better Outcomes Registry & Network (BORN) is a provincial prescribed registry administered by the Children’s Hospital of Eastern Ontario.

BORN, in collaboration with eHealth Ontario and the Ministry of Health and Long-Term Care (MOHLTC) has developed and implemented the Healthy Growth Initiative (HGI), a surveillance system for pediatric growth parameters in Ontario using Electronic Medical Records (EMRs).

This initiative is helping to evaluate Ontario’s Healthy Kids Strategy and responds to the Healthy Kids Panel recommendation that the government develop a surveillance system to monitor childhood weights, risk factors and protective factors over time. Primary care is an ideal setting for collecting heights and weights given the frequency of visits in the early years.

The system will be developed to include a representative sample of children and youth from birth to 18 years of age and produce high quality reporting on children’s healthy weights and other aspects of children’s health (supplemental behavioral data [SBD]) at the provincial, regional (LHIN), local (PHU), and health care provider level. The reports generated by the system will support policy makers and health care providers to plan and implement improved programs in support of children and youth in Ontario.

Scope
Phase 1 of the HGI involves the collection of data from the EMRs of primary care providers using one of the following OntarioMD (OMD) certified EMR vendors; OSCAR, QHR and TELUS. EMR data will be transmitted to the BORN Information System (BIS) through a secure transmission protocol already developed in partnership with eHealth Ontario, designed to be scalable for future provincial implementation (Phase 2) and provide opportunities to link with other health datasets in Ontario in support of pediatric healthcare outcomes.

To support the collection of supplementary behavioral data elements, BORN has partnered with CognisantMD to provide a technical solution that connects patients and healthcare providers using secure patient forms, screening tools, and surveys on hand-held Ocean Tablets, that integrate with EMRs.

The Primary Care Working Group will provide advice and recommendations to BORN to guide the development of reports that would support care delivery at the patient and clinic level. This Group’s recommendations will inform and support the development of a vendor and health care provider engagement strategy. The findings from this user group will be used to establish recommendations for OntarioMD and EMR vendors to improve usability, data entry, and reporting functionality.
Function
This Primary Care Working Group will provide oversight and recommendations for the development and implementation of the Healthy Growth Initiative.

Accountability
The Primary Care Working Group will report to BORN; the HGI Project Team.

Membership
The Primary Care Working Group will be comprised of 5-7 representatives from primary care practitioners and/or professional groups selected based on specific expertise.

Suggested membership:
- Primary Care Physician(s)
- Primary Care Nurse Practitioner(s)
- Primary Care Nurse
- Family Health Team Administrative Lead
- BORN Epidemiologist
- Local Health Integration Network (LHIN) Primary Care representative
- BORN representatives

Roles/Responsibilities
The HGI Primary Care Working Group will:
- assess practice-level information management needs and establish goals and objectives based on these needs
- support the HGI report design and the development of reporting requirements
- inform opportunities to support improved data collection
- make recommendations regarding disseminating knowledge gained from analysis
- guide, advise and inform BORN on issues that will impact the overall success of this initiative
- be temporary in nature with a focused scope and mandate

Primary Care Working Group Members: The working group members will review agenda items, make recommendations, etc.

Meetings
Meetings will be held monthly and at the call of the BORN HGI Project Team. The format of the meetings will be teleconference/webinar. Expected duration of each meeting is 60 minutes.
Schedule*
October 2018
November 2018
December 2018
*Follow-up meetings as required.

The HGI Project Coordinator will provide support with meeting planning, agenda development, documentation and communications.
**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 of the Primary Care Working Group shall disclose to the BORN HGI Project Team, without delay, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

**Communication**
Meetings will be scheduled by teleconference and/or webinar.

**Confidentiality**
Data and other materials disclosed to the working group should be treated as confidential. It will be clearly stated when such material is no longer confidential.

**Compensation**
Serving as a working group member is voluntary. Approved travel by members will be reimbursed for expenses incurred to attend meetings as per the BORN Travel Reimbursement Policy and Procedure.