

Clinical Practice Guideline (CPG) Work Group Terms of Reference

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Purpose, Responsibilities and Delegated Powers of the Work Group:

The purpose of each CPG Work Group is to manage the development of an AOM clinical practice guideline (CPG) addressing a specific clinical topic over a 12-36 month time period until publication.

Each CPG Work Group will report to the AOM Director of Clinical Practice Guidelines.

The responsibilities of each CPG Work Group are to:

- Generate clinical research questions, search terms and inclusion / exclusion criteria, critical and important outcomes, and values and preferences for a specific CPG topic.
- Provide peer review of the evidence, grading its quality.
- Read and comment on key research articles, as necessary.
- Develop and reach consensus on recommendations.
- Provide feedback and revisions to draft CPGs on a specific topic.
- Apply AGREE tool to assess the CPG
- Draw on experience as practicing midwives to anticipate issues related to the implementation of CPGs
- Approve a final CPG draft to be recommended to the Board of Directors for publication.

Mandate

The mandate of each CPG work group is to produce evidence- and values-based clinical practice guidelines that are consistent with the midwifery model of care.

Composition of the Work Group

Each CPG Work Group will have one or more members who are also members of the CPG Committee. A CPG Committee member or someone with experience in using GRADE will act

as the chair of the work group. The work group chair will be determined by the Director of Clinical Practice Guidelines.

Each CPG work group will consist of:

- 8-15 midwives
 - At least one CPG Committee member
 - One AOM student member for every 5 midwives may be a member of the work group (up to a maximum to 2 student midwives).
- Director of Clinical Practice Guidelines (staff support) and/or
- Manager of Clinical Practice Guidelines (staff support);
- Knowledge Translations and Research Specialist(s) (staff support);
- QRM representative (as determined by the QRM committee)
- 2-3 consumer representatives
- AOM Executive Director (ex-officio member)

Selection and term of office of Work Group members

A call for midwife members of a specific work group will be circulated to all AOM members. Interested midwives may be asked to submit a letter of interest. The Director of Clinical Practice Guidelines will select CPG work group members from the response to the call. Selection will be based on a combination of interest in the clinical topic, experience in CPGs and evidence-based practice, and best representation of membership demographics. Each work group will have midwife representatives, where possible, from: rural, remote and urban areas, midwives with experience working in levels 1, 2 and 3 hospitals, birth centres, midwives with > 5 years experience, MEP faculty and representation from different AOM regions.

A call for consumer representatives for a specific work group will be circulated to all midwifery practices and will be posted on the AOM public website and announced to consumer using social media.

Members of the work group will operate on an ad-hoc basis until the completion of each CPG, estimated to be 12 - 36 months. Terms will be considered complete upon the finalization and publication of the CPG.

Rules for meetings

Each CPG Work Group will have a minimum of six meetings over the course of the development of each CPG. Work Group members will be required to provide input between meetings via email or telephone.

Reporting and accountability requirements

Any staff/consultants hired to undertake specific work with the work group will report to the Director of Clinical Practice Guidelines. The Executive Director has the authority to dissolve a CPG work group if s/he determines that there is no longer a need for it, or if there has been sufficient evidence to suggest that the group is no longer productive.

Members who miss more than two meetings in a row (except due to attending births or extraordinary circumstances), will have their membership on the work group revoked.

If work group member attrition results in too few members to form a functional group for CPG development, additional CPG Committee members will be asked to volunteer for the work group to address this concern, until the completion of the CPG.

Authorship considerations

CPG Work Group Members will be considered authors of the CPG if they meet the following criteria:

- Attend the majority of Work Group Meetings
- Provide feedback or respond to requests for feedback on CPG drafts for review by email
- Fill out AGREE tool

Contributors to the CPG Work Group

The work of CPG production will require input from contributors in addition to CPG work group members. Contributions may be made by some or all of the following on an as-needed basis:

- Members of the QRM committee and QRM staff;
- Consultants appointed by the CPG Director;
- Additional midwifery consumers;
- Individuals from related professions or disciplines; and/or,
- Others as appropriate