



## Clinical Practice Guideline (CPG) Committee Terms of Reference

<b>Policy Type:</b> Board	<b>Approval Date:</b> May 4, 2011
<b>Sub-Category:</b> Governance	<b>Amended:</b>
<b>Last Review Date:</b>	<b>Next Review Date:</b> May 2014

### a) Purpose, responsibilities and delegated powers:

The purpose of the Clinical Practice Guideline (CPG) Committee is to provide timely guidance and support to the AOM's ongoing work in CPG development. The CPG Committee is accountable to the Board of Directors.

Specifically, the CPG Committee will:

- Ensure all CPGs are developed according to "A Values-Based Approach to CPG Development", approved by the Board of Directors in November 2006
- Assist in developing strategies for the dissemination and uptake of CPGs
- Assist in the evaluation of dissemination and uptake of CPGs
- Contribute to capacity building within the AOM to develop CPGs on an ongoing basis.
- Recommend new CPG topics to be developed
- Review existing CPGs and recommend to the Board those CPGs that should be revised

Each Committee member will commit to becoming a member of at least one active CPG Work Group.

### b) Composition:

The CPG Committee will be comprised of a maximum of eight members (excluding staff). Ideally, there will be representation from an AOM member who:

- Practices in a rural area
- Practices in a remote area

- Practices in an urban area
- Has experience at a Level 1 hospital
- Has experience at a Level 3 hospital
- Is an experienced midwife
- Is a new registrant
- Has experience as a MEP faculty
- Is currently a MEP student (1-2 year term)
- Has previous experience with guideline development (AOM, SOGC, other)
- Represents the AOM's different regions
- Is an AOM Board member

Up to one member of the CPG Committee can also be a member of the IRMP Steering Committee (excluding AOM staff). A maximum of one member can be a student member; a maximum of one member can be a new registrant.

Membership of the CPG Committee will also include:

- Director, Clinical Practice Guidelines, AOM (staff resource)
- Knowledge Translation and Research Specialist, Clinical Practice Guidelines, AOM (staff resource)
- AOM President (ex-officio)
- Chair, IRMP Steering Committee, AOM (ex-officio)
- AOM Executive Director (ex-officio)

### **c) Selection and term of office:**

The Board of Directors will select the committee chair and committee members. A call for nominations will be circulated to membership. Interested members will be asked to submit a letter of interest describing their past experience in guideline development and evidence review. Committee members will be selected based on prospective members' experience with guideline development and evidence review, to best represent membership demographics, and to provide opportunities to members who are not currently involved in other AOM activities.

Terms will be completed as of the Annual General Meeting each year. The Chair will serve a three-year term renewable twice. CPG Committee members, with the exception of the student member(s), will serve two-year terms renewable three times. The MEP student member will serve a one to two-year term.

**d) Rules for meetings:**

The committee will meet as required, at the request of the Chair, and will meet a minimum of once per year. Members may be required to provide input between meetings via telephone or e-mail. Minutes for each meeting will be recorded. Quorum will be 4 committee members, not including staff members

**e) Reporting and accountability:**

The CPG Committee chair will report to the Board of Directors at least once per year. Minutes for each meeting will be recorded.

Any staff/consultants hired to undertake specific work related to the CPG Committee will be hired by and report to the Director of Clinical Practice Guidelines.

The Board of Directors has the authority to dissolve a Committee if they determine that there is no longer a need for the work undertaken by the committee, or if there has been sufficient evidence to suggest that the Committee is no longer productive.

*Also see: CPG Work Group Terms of Reference*