



## Midwifery Research Work Group - Terms of Reference

<b>Policy Type:</b> Operational	<b>Approval Date:</b> December 2014
<b>Sub-Category:</b> Governance	<b>Amended:</b>
<b>Last Review Date:</b>	<b>Next Review Date:</b> December 2017

### **Purpose, Responsibilities and Delegated Powers of the Work Group:**

The purpose of the Midwifery Research Work Group is to provide guidance to the AOM and undertake work to support midwife-led research and to support a midwifery research agenda<sup>1</sup>.

The Midwifery Research Work Group will report to the Executive Director.

The responsibilities of the Midwifery Research Work Group are to:

- Provide guidance for research-based content<sup>2</sup> at the AOM's events, particularly the annual conference.
- Develop and participate in a peer review process for the selection of research-based abstracts at the annual conference.
- Provide guidance in establishing criteria and process for the AOM's research awards program.
- Provide guidance in establishing criteria and process for AOM midwifery research grants.
- Provide guidance and advice to the Executive Director regarding:
  - Important scientific developments.
  - The AOM's initiatives to support midwife-led research.
- Collaborate with stakeholders.

### **Composition of the Work Group and Criteria for Membership:**

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<sup>1</sup> Please see 2013-15 AOM Strategic Plan; these strategies are part of the broader goal to support the growth of midwifery.

<sup>2</sup> Research-based content may include (but is not limited to):

- Primary research;
- Secondary research (e.g. meta-analysis, discourse analysis);
- Work that involves quantitative, qualitative or mixed-methods approaches.

The Midwifery Research Work Group will be comprised of a maximum of 6 members (excluding staff) and 1 additional student member. Members of the Midwifery Research Work Group will:

- Be experienced midwife-researchers
- Have experience in peer review

The Work Group will ideally include representatives of all three sites of the Ontario Midwifery Education Program.

Membership of the Midwifery Research Work Group will also include:

- Director, Clinical Practice Guidelines (staff resource)
- Manager, Clinical Practice Guidelines (staff resource)
- AOM Executive Director (ex-officio)
- One student member
- Other AOM staff as required to provide resource to the committee, as non-voting members.

### **Selection and Terms of Office of Members:**

A call for members will be circulated to all AOM members and to the faculty of the Midwifery Education Program. A call for student members will be circulated to MEP students through MEP administration. The Executive Director will select Work Group members from the list of those who respond to the call, and the Executive Director will select the Chair. The Chair will not be an AOM staff member. Interested members may be asked to submit a letter of interest. Selection will be based on criteria for membership, and will take into account best representation of membership demographics.

The Chair will serve a three-year term renewable once. Work Group members will serve two-year terms renewable three times. Terms will be completed as of the Annual General Meeting each year.

### **Rules for Meetings:**

The Work Group will meet as required, at the request of the Chair, and will meet a minimum of twice per year. Members may be required to provide input between meetings via telephone or e-mail. Minutes for each meeting will be recorded.

Decision-making will be done by consensus where possible. Where this is not possible and a decision needs to be made, this will be done by majority vote. Quorum will be 3 work group members, not including staff members.

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

**Reporting and Accountability Requirements:**

The Work Group will provide regular updates to the Executive Director through the selected Chair. Any staff/consultants hired to undertake specific work related to the Work Group will be hired by and report to the Executive Director. The Executive Director has the authority to dissolve a work group if the Executive Director 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.