



Terms of Reference – Emergency Skills Workshop Review Task Force

Policy Type: Operational	Approval Date: February 15, 2019
Sub-Category: Governance	Amended:
Last Review Date: Feb 20, 2019	Next Review Date:

Purpose, responsibilities and delegated powers of the task force

The purpose of the ESW Review Task Force is to provide guidance and support in a timely manner to the AOM Executive Director regarding the periodic review of the clinical content of the AOM's Emergency Skills Workshops (including the ESW Manual), in accordance with the AOM Strategic Plan.

The responsibilities of the Task Force include:

- Provide input to the Executive Director regarding various aspects of the clinical content of the AOM ESW to ensure content is current, relevant, and evidence-informed
- Keep up to date on the relevant literature about each of the emergency skills
- Scan the environment for similar programs, trends, or issues that may affect AOM ESW or suggest that changes should be considered
- Provide input into policies related to ESW as required

Composition of the Task Force

The composition of the Task Force will be:

- 6 ESW Instructors
 - o 3 must be Senior Instructors
 - o 3 must have ≥ 5 years' experience instructing (or having taught ≥ 12 full-day ESWs)
- 1 to 3 MEP faculty members (can be one of the above, ideally one member from each MEP)
- 1 midwife with < 5 years' experience, ideally who is also an ESW Instructor
- AOM Clinical Knowledge Translation Manager and / or Director (staff resource)

- Other AOM staff as required to provide support to the Task Force
- Executive Director (ex-officio member)
- Director, QRM (ex-officio member)

Selection and Terms of Office:

A call for member representatives will be circulated to the AOM membership. The Executive Director will select the ESW Review Task Force members from the list of those who respond to the call. Interested members may be asked to submit a letter of interest. Selection will be based on a combination of: experience as an AOM ESW instructor, experience with the AOM ESW program, best representation of membership demographics, and give preference to volunteers not involved in other AOM activities.

The Chair will be chosen by the Executive Director.

MEP faculty representatives will be nominated by the MEP and confirmed by the ED.

The Task Force will meet as required; 3 – 6 meetings over the course of the review project are anticipated. Members will be required to provide input between meetings via telephone or e-mail. The ESW Review Task Force will meet until task force responsibilities have been completed, an estimated 18 months, after which the Task Force will be dissolved.

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

Rules for meetings

The Task Force will meet as required, usually at the call of the Executive Director or their delegate. Members may also be required to provide input between meetings via telephone or e-mail.

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. Four members who are not AOM staff must be present for a meeting to have quorum.

Minutes for each meeting will be recorded.

Reporting and Accountability Requirements:

The Task Force is accountable to the Executive Director, who will keep the Board apprised of its activities and decisions. The Task Force Chair will provide reports to the Executive Director.

Any staff/consultants hired to undertake specific work related to the Task Force will be hired by and report to the Executive Director.

The Executive Director has the authority to dissolve a working 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.