



Timing of Postpartum Visits Task Force – Terms of Reference

Policy Type: Operational	Approval Date: May 24, 2017
Sub-Category: Governance	Amended:
Last Review Date: May 24, 2017	Next Review Date: May 2019

Purpose, Responsibilities and Delegated Powers of the Timing of Postpartum Visits Task Force:

The CMO is working towards rescinding the Postpartum/Newborn Visits Standard by the end of 2017. It will not be replaced by a new standard that specifies when and how often midwives conduct postpartum visits. The rescinding of the Postpartum Visit Standard may leave a knowledge gap regarding the timing of postpartum visits. To address this knowledge gap, the AOM will be conducting a review of evidence on timing of postpartum visits focusing on research involving home settings, midwifery care and continuity of care models. The evidence reviewed will be used to develop a document that will provide midwives with evidence-based information to make decisions about timing of postpartum visits.

The purpose of the Timing of Postpartum Visits Task Force is to review the research literature on timing of postpartum visits. The Task Force will provide input and feedback on development of a document to support evidence-based decision making about timing of postpartum visits as well as on knowledge translation strategies.

The responsibilities of the Timing of Postpartum Visits Task Force are to:

- Develop research question(s) to guide a literature search on outcomes related to timing of postpartum visits in midwifery care.
- Consider available research regarding timing of postpartum visits.
- Develop evidence-based best practice tips for Ontario midwives for timing of postpartum visits.
- Use a process based on the GRADE approach¹ to evaluate quality of evidence and formulate best practice tips.

¹ http://www.aom.on.ca/files/Health_Care_Professionals/Clinical_Practice_Guidelines/GRADE_tool_v2.pdf

- Provide suggestions and input related to knowledge translation activities for midwives and consumers about timing of postpartum visits.

Composition of the Task Force and Criteria for Membership:

The Timing of Postpartum Visits Task Force will be comprised of:

- Up to 9 members reflecting the diversity of Ontario midwives and their practice settings
- 1 or 2 members of the Clinical Practice Guidelines Committee
- Up to 3 student midwives
- 2 midwife consumers
- Clinical Practice Guidelines staff (staff resource)
- AOM Executive Director (ex-officio)
- Other AOM staff as required to provide support to the Task Force

Selection and Terms of Office of Members:

A call for members will be circulated. Those interested in participating will be asked to submit a letter of interest. A call for consumer representatives will be circulated by social media. The Executive Director or their designate will select Task Force members from the response to the call. Selection will be based on a combination of interest in the topic, experience with GRADE, development of CPGs and/or evidence-based practice, and best representation of membership demographics.

The Chair will be selected by the Executive Director.

The Timing of Postpartum Visits Task Force will meet until task force responsibilities have been completed, an estimated 12-24 months, after which the Task Force will be dissolved.

Rules for Meetings:

The Timing of Postpartum Visits Task Force will meet as required; 6-12 meetings over the course of the project are anticipated. Members will 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 comprise of 50% of total number of task force members, not including staff members.

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

Reporting and Accountability Requirements:

This Task Force will report 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 Director of Clinical Practice Guidelines. The Executive Director has the authority to dissolve a group if they determine 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.

Authorship considerations:

Task Force members will be considered for authorship of the document, as applicable and at the discretion of the Executive Director or their designate, if they meet the following criteria:

- Attend the majority of the Task Force meetings
- Provide feedback or respond to requests for feedback on drafts for review by email.