

## **TERMS OF REFERENCE**

### **NATIONAL PRIMARY MATERNITY CARE COMMITTEE**

#### **PURPOSE**

The National Primary Maternity Care Committee will serve as the advisory group and communication channel for the Multidisciplinary Collaborative Maternity Care Project.

The far-reaching goal of the National Primary Maternity Care Committee is to facilitate the success of the project and provide a legacy aspect.

#### **RESPONSIBILITIES**

- To oversee the development of a common set of guidelines and national standards that will facilitate the establishment and implementation of multidisciplinary collaborative models of primary maternity care.
- To provide advice about strategies that will facilitate a reduction of the barriers to multidisciplinary collaborative maternity care.
- To act as a liaison and to recommend communication strategies that ensure relevant information is shared with national, provincial or territorial stakeholder organizations involved in primary maternity care.
- To identify key success factors in the delivery of primary maternity care that will have a positive impact on the establishment of collaborative maternity care models.
- To consult with other key stakeholders to bring a diverse, but representative view to the project's development.
- To monitor the progress of the Multidisciplinary Collaborative Primary Maternity Care Project (MCPMCP).
- To work in sub-groups dealing with specific topics or issues.

#### **COMPOSITION**

- The National Primary Maternity Care Committee will be composed of 22-28 members. The representatives will be chosen from national and provincial stakeholders involved in primary maternity care, along with three consumers from various regions across the country.
- Representatives appointed to this committee will be required to actively participate in meetings and to share opinions, experiences, findings and opportunities.

## **ACCOUNTABILITY**

- The National Primary Maternity Care Committee will report to the Executive Committee of the Multidisciplinary Collaborative Primary Maternity Care Initiative.
- As the signatory to the Contribution Agreement with Health Canada, The Society of Obstetricians and Gynaecologists of Canada (SOGC) is the lead organization in this initiative and is accountable for the deliverables as per its agreement with Health Canada.

## **MEETINGS**

- It is anticipated that the National Primary Maternity Care Committee will meet twice per year or more frequently at the call of the Executive Committee. In person meetings will last no more than one full day.
- Additional meetings or sub group meetings in any given year may be conducted by teleconference to respect budget allocation for meetings. Teleconference meetings will be limited to a maximum of two hours.
- To facilitate communications, a copy of the agenda and any required reading material will be circulated at least one week prior to each meeting.

## **EXPENSES**

- Funding for the Multidisciplinary Collaborative Primary Maternity Care Initiative is provided through a contribution from Health Canada's Primary Health Care Transition Fund to the SOGC who will administer the reimbursement of eligible expenses.
- Representatives of national and provincial professional and other non-governmental organizations participating in meetings of the National Primary Maternity Care Committee will be provided expense reimbursement forms and will be required to provide appropriate receipts for reimbursements as per federal Treasury Board guidelines.