



Community Early Years Health Care Provider Champion Partnership

Terms of Reference 2014

Background: In October 2009, Middlesex-London Health Unit was accepted as one of four pilot sites within the province of Ontario to work in collaboration with the Offord Centre of Child Studies, Hamilton, Ontario, under the direction of Dr. Jean Clinton, child psychiatrist. The purpose of this partnership was to develop an organized plan to provide education to local physicians about the Enhanced 18 Month Well Baby Visit in an effort to make a positive difference for families with young children in the community of London and Middlesex County.

Although this group's focus initially was to target education specifically around the Enhanced 18 Month Well Baby Visit, the need for education around coordinated services for parents/caregivers with young children of all ages within the local community quickly became apparent. In 2011, the focus of this group expanded in an effort to provide education and resources to primary health care practitioners servicing families/caregivers with children 0 – 36 months of age.

In 2014, a decision was made to further expand the group's focus to include the provision of education to primary health care practitioners in the areas of preconception, prenatal and early years. This decision was made as a result of evidence clearly linking childhood developmental outcomes to preconception and prenatal health and lifestyle factors.

Purpose:

The purpose of this group includes:

- An opportunity for collaboration between Middlesex-London Health Unit Public Health Nurses and key Primary Health Care providers in an effort to promote optimal child developmental outcomes within London and Middlesex County
- Identification of Health Care Provider champions who are committed to being available to act as contact persons for their peers who are seeking out information re: preconception health, prenatal health, and early year's health.
- Promotion and provision of information to health professionals about the importance of developmental screening, including the 18 Month Enhanced Well Baby Visit and the importance of assessing development throughout the early years
- Education to primary care practitioners about available community resources to support families with young children
- Sharing of recent research and evidence related to positive/negative early child development outcomes
- Identification and provision of education and in service opportunities in an effort to provide evidence based information to Primary Health Care providers
- Identification and development of point of care tools for local practitioners to promote optimal child developmental outcomes

Membership:

- Membership is open to primary care practitioners and key community agency service providers within London and Middlesex County who provide services to families (prenatally or with children prior to school entry).
- It is the responsibility of each member to notify the chair if they are unable to attend a meeting at least 48 hours in advance of a scheduled meeting.
- It is the responsibility of group members to continually explore possible primary care practitioners who should be invited to join this group

Frequency of Meetings:

- Meetings will be held at least quarterly and as required depending on the project(s) being undertaken by the Partnership.
- The Chair of the committee will request additional meetings as necessary.
- The following year's meeting dates will be determined by June of the current year.

Length of Meetings:

- Meetings will be 2-3 hours in length unless otherwise determined by the group depending on the plans of the group.

Location of Meetings:

- Meetings will take place primarily at the Middlesex-London Health Unit

Coordination of the Partnership:

- The Partnership will be coordinated by a Public Health Nurse at Middlesex-London Health Unit.

Coordination Role:

- Will ensure that a meeting room is arranged for each meeting
- Will set meeting dates/times
- Will provide the linkage between the partnership members
- Will prepare agendas for meetings and ensure that agenda is emailed out to all group members at least one week in advance of the meeting
- Will elicit feedback from group re: group's functioning

Recorder:

- Will record the minutes of the meetings
- Will ensure that copies of the minutes are given to the chair and the coordinator within one week of the meetings
- If available, a recorder will be available from Middlesex-London Health Unit
- If no administrative staff person is available from Middlesex-London Health Unit to take minutes, the role of minute taking will be rotated using an alphabetical rotation determined by the member's last name.

Decision Making:

- Decisions will be made by consensus either at a scheduled meeting or via email correspondence
- Where consensus is not possible, a simple majority vote will be held (with quorum) either in person or via email.

Quorum

- The chair plus 50% members on Current Membership list.

Review of the Terms of Reference:

- Terms of Reference will be reviewed biannually.
- Final changes will be made to the Terms of Reference by the Coordinator