

Perinatal Substance Use Expert Panel

Terms of Reference- Final

About CMNRP

The Champlain Maternal Newborn Regional Program (CMNRP) is a network whose mandate is to provide leadership, support and coordination for the planning and delivery of perinatal health services in the Champlain and South East Local Health Integration Networks (LHINs) (herein referred to as the “region”).

With families’ voice at the center of what we do, CMNRP’s goal is to ensure high quality integrated services and care at the right time, at the right place, by the right provider along the continuum from pregnancy through the postnatal period.

CMNRP is composed of a network of perinatal health care providers from hospitals, public health units, community health centres, a birth centre and other community agencies - Working together on key initiatives to ensure standardized, data-driven, evidence-informed and family-centred care across the region.

Purpose

The purpose of the CMNRP Perinatal Substance Use Expert Panel is to provide guidance and expert opinion, informed by evidence-based literature and experience, about one of the most pressing maternal-newborn care priorities requiring attention within the region.

Mandate

The expert panel is a forum for individuals with professional expertise and/or lived experience of perinatal substance use to discuss and exchange information related to best practices and regional priorities. Members will play a consultative role to the CMNRP Advisory Committee by identifying the most pressing clinical care services issues to address and improve. Members will identify strategies and solutions to address gaps or inequities in the delivery of services and will work collaboratively with the CMNRP secretariat, committees and communities of practice to improve the quality of maternal-newborn care provided in the region.

The expert panel will be chaired/co-chaired by 1 or 2 members at the direction of the CMNRP leadership team. The CMNRP secretariat will provide administrative and facilitation support.

Membership and Structure

The overall composition of the expert panel should reflect a balance of skills, expertise and perspective needed for the group to fulfill its roles and responsibilities. Proposed membership for this expert panel includes representatives from across the region, and from the following sectors:



- Parent(s) with lived experience of perinatal substance use
- Family Physician
- Maternal Fetal Medicine Specialist
- Obstetrician
- Advanced Practice Nurse/Nurse Practitioner
- Midwife
- Pediatrician
- Neonatologist
- Perinatal Addictions Specialist
- Mental Health Specialist
- Social Worker
- Lactation Consultant
- Child Protection/ Social Services
- Public Health
- Community Health
- Data Analyst or Epidemiologist
- LHIN representative
- Knowledge translation specialist
- Indigenous communities
- Rural communities

Ad hoc members may be brought in to support the review of content for which there is a need for specialized expertise that is not reflected in the expert panel membership.

Membership on this expert panel will be for a two-year period, with the option to renew once.

Role of Expert Panel Members

The role of each member will be to consider perinatal substance use issues and priorities within the broader context of the region. Members will contribute to the development and dissemination of regional resources (e.g. summary of key practice points), and provide advice regarding relevant metrics to monitor and share. Members will be required to review materials in advance of meetings, provide timely feedback when requested, and share their personal and/or professional opinion while maintaining a respectful and safe environment.

Accountability

The expert panel is accountable to the CMNRP Network Council.

Decision-Making, Quorum and Confidentiality

The expert panel will act in the best interests of the regional maternal-newborn health care system. Decisions will be based on the interests of the region and the system of services, rather than the interests of any single organization or component of that system.

All expert panel members share accountability for decisions and results. There will be open and direct communication based on honesty, respect, and transparency to ensure that all perspectives are heard. Decisions will be based on best evidence whenever possible.

Quorum is set at 50% + 1 of membership for decisions.



Expert panel material and meeting discussions should be treated as confidential, unless otherwise indicated.

Meetings

Expert panel meetings will occur by teleconference and/or online conferencing to support participation of members from across the region. In-person meetings will also be arranged at least once a year.

The frequency of meetings will be determined at the first meeting, likely occurring more frequently in the beginning, and then will be adjusted as needed and as agreed upon by the expert panel membership.

Parking and transportation costs will be reimbursed for parent experience advisors only.