

# TERMS OF REFERENCE

## FALL PREVENTION COMMUNITY OF PRACTICE (CoP) CORE TEAM Revised February 2021

The official name of this group is the *Fall Prevention Community of Practice Core Team*.

### **Structure:**

The CoP will consist of a general membership of fall prevention practitioners across Canada. It will be governed by a Core Team of approximately 12-20 members representing each province and territory.

### **Vision:**

To create supportive communities where adults enjoy quality of life and maintain their independence through the prevention of falls.

### **Mission:**

The Fall Prevention Community of Practice supports its members to build capacity in the prevention of falls and fall-related injuries. This is achieved through knowledge sharing, networking, and implementation support for evidence-informed practices.

### **Values:**

- We believe that every person has an equal right to resources and services to help reach his or her maximum level of personal wellness.
- We believe that interventions should be based on evidence.
- We value the needs and voice of older adults and their caregivers in fall prevention issues.
- We value the role of multiple sectors and disciplines which contribute to systemic changes and integration.

### **Sponsoring Organization:**

The Ontario Neurotrauma Foundation will assume responsibility for providing:

- a) Project management and coordination of the CoP (i.e. financial, human and technological resources)
- b) Maintenance of the communication platform Loop
- c) Loop YouTube channel for archived webinars
- d) Support of paid full time and contractual staff (see Appendix)
- e) Infrastructure and support for virtual meetings

**Co-Chairs will collaborate to:**

- a) Keep the meeting on time and on topic
- b) Contact members for issues as needed
- c) Assist the ONF team as needed
- d) Foster and maintain ongoing Core Team involvement
- e) Maintain communication on the activities within the membership
- f) Assist as needed with orientation and information for new CoP members

Each Co-Chair is expected to serve for a minimum of two years when possible, with one Co-Chair changing or being acclaimed each year as needed. With staff redeployment during the COVID-19 pandemic, co-chairs will be selected for each meeting on a volunteer basis.

**All Core Team Members will:**

- a) Have a general understanding of and commitment to the purpose, goal and mission statement of the CoP
- b) Have interest, personal or professional knowledge and/or experience directly or indirectly related to the CoP purpose
- c) Actively contribute and encourage participation on Loop
- d) Participate in the decision-making process
- e) Provide a communication, coordinating and planning link within their own agency, with partnering agencies, local, regional and provincial networks
- f) Provide ongoing direction, support, feedback and evaluation to the Sponsoring Organization
- g) Be entitled to move or second motions and vote at any meeting
- h) Have a willingness to represent CoP in the community and respective province or territory
- i) Participate in CoP activities and initiatives, including active participation on Loop
- j) Participate in or contribute to at least one subcommittee
- k) Actively recruit general members

**General Membership will:**

Have interest, personal or professional knowledge and/or experience directly or indirectly related to fall prevention.

**Core Team Engagement:**

Attendance at meetings is essential to the effective functioning of the Community of Practice. Weekly engagement on Loop is also expected. Organizations whose representatives regularly miss meetings/do not actively participate are subject to having their Core Team membership reviewed. The Core Team engagement process will be reviewed annually.

**Conflict of Interest:**

As required, Core Team members will disclose any vested interest as agenda items are raised.

**Number of Meetings for Core Team:**

A maximum of 10 meetings by Zoom during the fiscal year from April 1<sup>st</sup> to March 31<sup>st</sup>.

**Decision Making:**

Decision making should reflect the needs of the general membership. Decisions will be made by consensus. To pass, motions require 50% + 1 of the Core Team present to vote in favour. Quorum must be met. Organizations that have more than one representative on the Core Team will have one vote. Quorum will be counted by the number of votes, not the number of people.

To change the Terms of Reference, approve the annual Work Plan or elect a CoP Co-Chair

- Quorum Needed: Full Core Team (electronic vote; no response by deadline is an abstention)

Day to day operational decisions will be made at the discretion of the sponsoring organization and the ONF Team.

**Working groups:**

Ad hoc advisory working groups will form at the request of the Core Team and disband as needed.

There are standing working groups for webinars, evaluations and for recruitment/engagement of Loop members. There is also a working group for the Indigenous Fall Prevention Network and the Francophone Fall Prevention Committee. General members are welcome to join working groups. Working groups will report back to the Core Team.

The webinar working group is responsible for proposing and selecting webinar themes and topics and soliciting presenters for webinars.

The evaluation working group will work with the ONF Team to select and design the evaluation and data collection methods, implement data collection, and report on the results of evaluations to the Core Team.

The recruitment and engagement working group will work on identifying and supporting recruitment and engagement strategies as per the annual workplan and the annual strategic planning meeting results.

The Indigenous Fall Prevention Network collectively discusses fall prevention efforts and bring support to practitioners, community leaders and other key stakeholders working with adults and older adults in Indigenous communities across Canada.

Le comité francophone (Francophone Committee) consists of members who share information, discuss French fall prevention content and provide guidance for the Fall Prevention Month campaign as well as the Loop platform.

The working group (Chairs) may choose to defer certain agenda items if meeting turnout is inadequate.

**Professional behaviour:** There is an expectation that all members will treat each other with mutual respect and professional courtesy.

**Amendments:**

These Terms of Reference will be reviewed annually with amendments made as needed.

## **Appendix**

### Role Descriptions

#### **Program Director will:**

- a) Provide overall leadership for CoP activities
- b) Fulfill the duties of the Sponsoring Organization

#### **CoP Consultant & Liaison (contractual) will:**

- a) Seek content and expertise for Loop discussions and webinars
- b) Engage Loop members to keep them active and seek potential members to answer/contribute to discussion posts on Loop
- c) Be an active presence on Loop and inform the ONF team of gaps in content, trends and any other key information for engagement
- d) Identify posts, questions, trends for which a knowledge product could be developed by the Knowledge Broker
- e) Respond to direct informal queries may it be by email or in person
- f) Orient new CoP Core Team members to the CoP and Loop
- g) Answer chat room questions for Loop webinar participants
- h) Participate in the webinar subgroup, as needed
- i) Participate in the Team Us meetings
- j) Actively promote the CoP and Loop to external stakeholders by identifying possible distribution channels while creating and maintaining partnerships
- k) Represent the CoP in different events/initiatives as appropriate

#### **ONF Knowledge Coordinator (full time) will:**

- a) Provide technology expertise and support
- b) Manage the backend of Loop and support members with use of the website
- c) Lead the production of the newsletter and promotional materials
- d) Lead webinar planning, training and facilitation, and management of Loop YouTube channel
- e) Organize outreach opportunities
- f) Perform a knowledge brokering role, as needed
- g) Provide general logistics and administrative support
- h) Prepare agendas, schedule meetings, post on Loop
- i) Take and distribute minutes and post on Loop
- j) Ensure all documents are up to date in the CoP private groups and workspaces for all members to access
- k) Work in Design Edit to post events, make corrections and to ensure the platform is to up-to-date and running effectively
- l) Develop an annual web analytics report in the Fall of each year
- m) Work with the Program Director to provide French Language Services as needed (e.g. webinars, platform changes and upgrades, etc.)

**Knowledge Broker (contractual) will:**

- a) Support linkage and exchange activities in the Loop/Loop Junior discussions by providing summaries, research informed content, resources (e.g. fact sheets, etc.) and any other content that adds evidence and value to the ongoing discussion
- b) Respond to requests for information from Loop/Loop Junior members
- c) Work with the ONF team to provide content for the Loop/Loop Junior website pertaining to the Knowledge Centre page, its intake and evaluation forms
- d) Develop resources that would add value to the Loop/Loop Junior webinars in partnership with the webinar presenters and contribute to the development of branded knowledge products on a variety of fall prevention topics
- e) Work with the ONF team in defining the parameters of the Knowledge Centre database which will store information requests and responses
- f) Provide an analysis of trends for Loop/Loop Junior information requests and consultations every 6 months
- g) Provide advice on Loop/Loop Junior service improvements pertaining to the Knowledge Centre

\*The Knowledge Broker does not sit on all the Core Team meetings.

Last updated: February 9, 2021