

Canadian Network for Child and Youth Rehabilitation (CN-CYR) Terms of Reference

CN-CYR

OVERVIEW

The Canadian Association of Paediatric Health Centres hosted the inaugural workshop of the newly developed Canadian Network for Child and Youth Rehabilitation (CN-CYR) in November, 2004. The workshop was sponsored by the CIHR Institute of Human Development, Child and Youth Health. At that workshop, it was confirmed that the primary purpose of CN-CYR is to promote excellence in the provision of rehabilitation services for children, youth and their families.

The goals of CN-CYR are to:

- Present a coordinated national voice for Children's Rehabilitation and children with disabilities to ensure the latter's position on the national health agenda.
- Provide a mechanism for promoting best practices, knowledge transfer and bringing research to practice.
- Create a forum for communication and networking with Children's Rehabilitation and associated partners.
- Assist with effective service and systems planning by providing a mechanism for information sharing, including identifying emerging trends and changes in the environment.
- Provide a mechanism for benchmarking, such as comparing structure, process and outcome indicators with like organizations as well as advancing the development of outcome indicators specific to child and youth rehabilitation.

CN-CYR is accountable to the CAPHC Board of Directors. An additional function of CN-CYR is to act as an advisory body to the CAPHC Board of Directors and to the membership of CAPHC as a whole on issues related to Child and Youth Rehabilitation. Communication between CAPHC and CN-CYR occurs through the CN-CYR chairperson (or designate.)

LINKAGES

CN-CYR is seen as a "National network" with activity and bi-directional linkages and communications at the provincial and local levels. These linkages would include:

- Provincial rehabilitation networks
- Related research networks
- Academic arms of rehabilitation disciplines
- National and international professional associations
- Related paediatric subspecialty associations
- Regulatory partners
- CIHI
- Funding bodies, foundations and granting agencies
- Related parent groups/organizations

CN-CYRC Steering Committee

PURPOSE

The role of the CN-CYR Steering Committee is to facilitate the development, implementation and evaluation of a work plan and key initiatives to support CN-CYR in meeting its mandate and goals in the areas of clinical practice, education and research.

ANNUAL WORKPLAN

The Steering Committee will develop an annual work plan based on priorities set by the membership as a whole at an annual CN-CYR workshop/meeting.

The Steering Committee will be responsible for the establishment of working groups to address the initiatives outlined in the work plan.

ACCOUNTABILITY

The Steering Committee will be accountable to the membership of CN-CYR as a whole. An annual workshop/meeting of the CN-CYR membership will run in conjunction with CAPHC's annual meeting/conference.

MEMBERSHIP

The Steering Committee shall consist of 10 to 15 members and should aim to offer appropriate representation from different sectors, and from different geographical, clinical and professional backgrounds.

The role of Steering Committee members will be to consult with peers, stakeholders and other relevant groups to:

- Ensure they have sufficient opportunity to raise issues for consideration of the Steering Committee
- Provide feedback to stakeholders on discussion/decisions and the progress of specific projects
- Ensure that all stakeholders have sufficient opportunity to contribute to final design and implementation of the various initiatives undertaken by the Steering Committee.

Membership of the Steering Committee will be monitored and revisited on a yearly basis to ensure proportionate representation.

CHAIR/VICE CHAIR

The Steering Committee will elect a Chair and Vice Chair from the membership of the steering committee. CAPHC Board of Directors will endorse the appointment. The term will be two years (with the potential to expand to three years based on a recommendation by the steering committee and agreement of all affected parties). The Vice-Chair will assume the position of Chairperson at the end of the chairpersons term. The Chair and Vice-Chair will be nominated through the Steering Committee and the Steering Committee will vote once the nominations are in place. The nomination and voting procedure will take place through confidential electronic means (email). A CAPHC resource person will conduct the process. The Chair and Vice Chair of the Steering Committee will function as Chair and Vice Chair for CN-CYR as a whole.

MEETINGS

Meetings of the steering committee will be held a minimum of four times/year at a time and location agreed to at the previous monthly meeting and recorded in meeting minutes. Meetings may also be called as needed by the chair. Meetings may be by teleconference, email or face-to-face according to the agreement of the members. Meetings will focus on the development and implementation of the CN-CYR work plan as well as other agenda items brought forward by the membership.

REVIEW OF TERMS OF REFERENCE

The terms of reference for CN-CYR and the CN-CYR steering committee including the CN-CYR goals will be reviewed at the annual meeting of the CN-CYR membership.