

## **Terms of Reference**

### **Alberta Perinatal Health Program Information Management Standing Committee**

#### **Overview and Purpose**

The Alberta Perinatal Health Program has identified "Information Management" as one of the four key program functions with the associated core business activity being "Collaborate with Health Regions, Health Professionals, Alberta Health & Wellness, & Other Stakeholders on Activities to Monitor & Assess the Health Status of Mothers & Infants in Alberta". The Information Management Standing Committee is accountable to the Coordinating Committee representing the Tripartite Partnership through the Program Director and seeks advice and direction from the program Advisory Committee. The overall mandate of the Information Management Standing Committee is to analyze and interpret perinatal health data and to make recommendations regarding the reporting of perinatal data. The purpose for the management of perinatal information is to provide information to health regions to help them to identify populations at risk and to shape strategies for improving the quality of services offered. The scope of the Alberta Perinatal Health Program includes mothers and infants in the context of their family and includes the period from preconception and infancy to one-year following the birth event.

#### **Roles and Responsibilities**

- Develop, implement and maintain guiding principles and policies for collection, use, and disclosure of perinatal data in compliance with privacy legislation
- Identify specific core indicators of perinatal health, and monitor these indicators using a population health approach to identify populations at risk
- Evaluate and make recommendations regarding the processes and methods for the collection of perinatal data for the Alberta Perinatal Health Program
- Identify and monitor specific core perinatal health indicators that will support the four key program functions of the Alberta Perinatal Health Program
- Review perinatal outcome data and related clinical quality improvement data with a view to understanding the quality of perinatal care in Alberta
- Recommend strategies to improve quality of care where indicated
- Participate in analysis and interpretation of data and development of reports to identify trends
- Communicate with health regions to help them to recognize trends, populations at risk and to develop strategies to support enhanced birth outcomes
- Evaluate and make recommendations regarding requests for use or disclosure of perinatal data that are in the custody of the Alberta Perinatal Health Program
- Collaborate with the Quality Improvement and Education Standing Committees

Wherever possible decisions will be made by the consensus of the committee. When consensus is not achievable, decisions will be made by a majority vote. A quorum of three (excluding the committee chair) is required for decision making.

#### **Membership**

The Committee membership will be drawn from areas of expertise including at least one member of the APHP Advisory Committee, clinical specialties, multiple disciplines, and others. Ex officio: APHP Program Coordinator(s) and Director. Every attempt will be made to seek committee representation from both metro and rural health regions.

The Coordinating Committee representing the Tripartite Partnership will approve the proposed membership. Membership will be appointed for a 3-5 year term with rotation occurring in such a way as to promote continuity of the work.

**"Expense Guidelines and Guidelines for Remuneration of Fee-for Service Physicians and Other Professionals who incur loss of income while Providing Services or Serving on Alberta Perinatal**

**Health Program Committees"** will apply to committee members. These guidelines are intended for independent practitioners, whose primary income is from fee-for-service, and who will have an expected loss of income while providing services to the Alberta Perinatal Health Program. These honoraria guidelines do not apply to salaried individuals with salary support from their employer. It would be expected that salary would be paid by the employer and that APHP work would be offered as an "in kind" contribution from the health region.

### **Chair**

The Standing Committee will be co-chaired by an APHP coordinator and a member of the Advisory Committee. who will be appointed by the Coordinating Committee representing the Tripartite partnership. The term for chairmanship will be for three years.

### **Meetings**

- The Information Management Standing Committee will meet semi-annually. More frequent ad hoc meetings may be required and be held via correspondence, teleconference and or videoconference.
- Meetings will be called by the Chairperson, who will be responsible for developing the agendas.
- The Alberta Perinatal Health Program will provide the committee secretariat and will be responsible for the delivery of meeting notices, agendas and resource materials, and will keep minutes of all meetings.
- The Alberta Perinatal Health Program Information Management Coordinator, will provide leadership and secretariat to the committee and will be responsible to ensure the work of the committee is achieved.

### **Accountability**

- The Information Management Sub Committee is accountable to the Alberta Perinatal Health Program Tripartite Partnership through the Program Director and seeks advice and direction from the program Advisory Committee
- The Chairperson(s) of the Information Management Sub Committee will provide semi-annual reports to the Advisory Committee

*Drafted January 2005*

*Approved by the Tripartite Partnership Coordinating Committee January 24, 2005 and to be reviewed annually*