

RITHIM

Impact Community of Practice

Terms of Reference

May 2020

1.0 PURPOSE

The RITHIM Impact Community of Practice (ICoP) is a community of practice with representation from hospitals, RHAs and institutions where health research takes place in Manitoba. ICoP represents a group of professionals, informally bound to one another through exposure to common challenges and common pursuit of solutions. ICoP provides a forum for developing social capital, nurturing new knowledge, stimulating innovation, and sharing knowledge. ICoP will provide a forum to have an ongoing dialogue around issues related to the review of impact and feasibility of health research protocols. This group will allow members to expand their professional network, nurture new knowledge, stimulate innovation, and share knowledge around best practices, common language, and standards of review. ICoP will provide advice and expertise to collaborative efforts that aim to harmonize the ethics, impact, and privacy approval process for health research in Manitoba.

The purpose of ICoP is to create bodies of knowledge around impact and feasibility review of health research protocols in Manitoba and act as a forum for discussion around the development of provincial working rules and SOPs. ICoP will describe and communicate the key concerns, considerations and common challenges of impact/feasibility review as it relates to health research. The committee will do this by:

- a. Creating **bodies of knowledge** around impact review of health research including leading practices, guidelines, knowledge repositories, technical problem and solution discussions, working papers, and strategies.
- b. **Establishing best practices and provincial standards** for impact review
- c. Supporting the **planning, implementation and evaluation** of provincial research harmonization efforts through **subject matter expertise** and data to support decision making
- d. Foster **strategic partnerships** with RITHIM stakeholders and promote engagement
- e. **Provide feedback to RITHIM** project team throughout the process of implementation of RITHIM and on a continuing basis.

2.0 CHAIR AND MEMBERSHIP

Leadership

The RITHIM Impact Community of Practice will be co-chaired _____ and _____

RITHIM Impact Community of Practice (ICoP) Membership:

- CancerCare Manitoba
- CHRIM
- Concordia Hospital
- Deerlodge
- Grace Hospital
- Health Sciences Centre
- Interlake Eastern Regional Health Authority
- Manitoba Health, Seniors and Active Living
- Misericordia Hospital
- Northern Regional Health Authority
- Pan Am
- Prairie Mountain Regional Health Authority
- Research Manitoba
- Seven Oaks Hospital
- Shared Health Inc.
- Southern Regional Health Authority
- St. Amant
- St. Boniface Hospital Research Centre

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- Victoria General Hospital
- Winnipeg Regional Health Authority

Additional members to be identified and suggested by initial membership and approved by the committee. From time to time, the group may call upon other specialists from key functional areas whose participation will be “on invitation”.

RITHIM Impact Community of Practice - Working Groups

Working groups may be struck as needed as determined by the community of practice. Working group members do not need to be members of ICoP, and may be drawn from external leads as needed.

ICoP Administrative Support

Administrative support for ICoP will be provided by Research Manitoba. The RITHIM manager (or director) will work with the Chairs to develop agendas, organize follow-up on action items and manage communication with the group.

3.0 FUNCTIONS

The RITHIM Impact Community of Practice is committed to improving our capacity to effectively address gaps in Research approval process due to organizational inconsistencies by:

- ⇒ Support the implementation of RITHIM recommendations by providing advice to the project team on matters related to impact and feasibility review of health research, change management and overall system enhancement.
- ⇒ Review/Develop targets to reduce the time it takes to conduct impact reviews, thus improving time-to-conduct
- ⇒ Review/Develop evidence-based bodies of knowledge that will support research harmonization, identification of best practices, common challenges and education

4.0 DECISION MAKING

Decision making is by majority (50% + 1). It is noted that at times conflict may arise either within group discussion or in relating to others such as partners. At all times, consideration will be maintained, but respectful differences of opinion should be viewed as creating opportunity for dialogue, growth, and change.

5.0 MEETINGS

Throughout RITHIM implementation, ICoP will meet once every eight weeks at the call of the chair.

6.0 AGENDA FORMAT

- Welcome, introductions
- Review agenda
- Review previous minutes and approval
- Business arising from previous minutes
- New business
- Round table discussion
- Next steps
- Next meeting
- Adjournment

7.0 TERMS OF REFERENCE

The ICoP, on an annual basis or as necessary, shall review its terms of reference.

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8.0 COMMITTEE MAP

