

CHLNet Benchmarking Study

Project Steering Group

DRAFT Terms of Reference

Purpose

To provide stewardship of a second benchmarking study of health leadership capacity, building on the 2014 study, so as to ensure that it achieves its goals and is conducted in an effective and efficient manner (i.e. high quality and within budget).

Goal of the Project

- To conduct a five-year, follow up to the 2014 CHLNet Benchmarking Study of leadership capacity in the Canadian health system, utilizing tracking questions and insights gleaned from the initial study.
- To supplement the original study by exploring leadership gaps around gender and equity as well as to do a more detailed assessment of resources being deployed in support of professional and leadership development.

Duties and Responsibilities

- Review the results of the 2007 and 2014 CHLNet benchmarking studies and determine tracking questions for a 2019 online survey.
- Refine the survey methodology and determine the sample frame for the survey panel.
- Assess the need for a supplementary series of key informant interviews or a focus group (of convenience), subject to budget considerations.
- Provide input into the draft online survey and oversee the pilot test for modifications.
- Oversee interpretation of findings and final report.
- Ensure that the conduct of the project is in keeping with the caveats of high-quality applied research and knowledge mobilization.
- Provide general oversight, stewardship of, and on-going advice for all aspects of the project including scope, methodology, human resources, deliverables, timelines, funding sources and budget.
- Ensure coordination of, and effective communication processes to engage the partners, funders and other designated stakeholders.
- Elicit and maintain international collaboration and communication.
- Ensure evaluation of the project including a final report of inputs, outputs and outcomes.

Terms of Operation

- Bimonthly meetings via one-hour teleconference; and, as required, at the call of the chair.
- Maintain quality records of meetings.
- Distribute agenda and materials one week ahead of the meeting (responsibility of Chair, along with Executive Director of CHLNet).
- Operate in the spirit of trust and reciprocity.
- Ensure the composition of the group reflects the needs of the project.
- Require a quorum of at least 50% of the members at each meeting in order to make decisions.
- Any member who misses three consecutive meetings will be automatically removed from the working group.
- Provide reports on the steering group activities to the Research and Evaluation Working Group for information purposes.
- Ensure approval of major deliverables and decisions of the steering group through a motion of partners and input from funders.

Composition

- *Chair, Bill Tholl*
- CHLNet Executive Director Kelly Grimes
- CHLNet Senior Research Advisor, Graham Dickson
- LEADS Canada Director, Brenda Lammi
- Network Partner/Funder Representatives:
 - Jonathan Mitchell, HealthCareCAN
 - Owen Adams, CMA
 - Johny Van Aerde, CSPL
 - CNA (TBC)
 - CFHI (TBC)
- Knowledge Experts:
 - Don Philippon, CHLNet
 - Elma Heidemann, CHLNet
 - Ivy Bourgeault, University of Ottawa (TBC)
 - Karen Lawford, Queens (TBC)
- Consultant/Project Manager: Jaason Geerts

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