

Wise Practices for Health Leadership and Leadership Development Steering Group

DRAFT Terms of Reference

Purpose

To provide stewardship of a project on *Wise Practices for Health Leadership and Leadership Development* to ensure it achieves its goals and is conducted in an effective and efficient manner (i.e. high quality and within budget).

Goals of the Project

- To review and assess the literature on the most current and relevant evidence and knowledge pertaining to effective approaches for leadership development (Canadian and international); and their application in programs.
- To turn this evidence and knowledge into action on how to enable the effective introduction, adoption and diffusion of leadership development theory and practice (i.e. guide, toolkit, checklists, community of practice, action research project, etc.) to leadership development efforts.

Duties and Responsibilities

- Identify and engage additional stakeholders and experts on wise practices to gather other evidence and identify gaps for health leadership development practices.
- Discuss findings, gaps and how best to share this knowledge and evidence.
- 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 Co-Chairs
- Maintain quality records of meetings.
- Distribute agenda and materials one week ahead of the meeting (responsibility of Co-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 Canadian Health Leadership and Exchange Working Group for approval.
- Ensure approval of major deliverables and decisions of the steering group through a motion of partners and input from funders.

Composition

- Co Chairs: Dr. Gillian Kernaghan (St Joseph's Health Care London) and Maria Judd (CFHI)
- Health Leadership Exchange and Acceleration Working Group Co-chair, Wendy Nicklin
- CHLNet Executive Director, Kelly Grimes
- CHLNet Senior Research Advisor, Graham Dickson
- CHLNet Senior Policy Advisor, Bill Tholl
- LEADS Canada Director, Brenda Lammi
- Network Partner/funder representatives:
 - Carmelle d'Entremont/another TBD, Nova Scotia Health Authority
 - James McAndrew, Island Health
 - Sharon Bishop, Saskatchewan Health Authority
 - Stevie Colvin, Alberta Health Services
 - Judy Wylie, Hotel Dieu Grace Healthcare Windsor
- Knowledge Experts
 - Jaason Geerts, Cambridge University
 - Dr. Johny Van Aerde CSPL/RRU (TBC)
 - Ingrid Richter, U of Ottawa (TBC)

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