

CHLNet Research and Evaluation Working Group

Terms of Reference

Purpose

To stimulate and grow applied and academic health leadership research to better understand the discipline of health leadership and how it impacts system performance.

Principles

- Dedicated to improving Canadian health performance through evidence-based leadership.
- Will demonstrate trust and reciprocity: i.e. are willing to work together, share resources, and seek to achieve a collective result that each will benefit from; and that ultimately benefits the patients and citizens of Canada.
- Believe that evidence is foundational for best practice of leadership and leadership development.
- Agree that a stronger link between the research community and the decision maker community is required.
- Accept the importance of leadership in all contexts.
- Leverage the collective strengths of member partners.

Duties and Responsibilities

- Link academics and knowledge users (e.g. decision-makers within CHLNet) together to build a body of evidence around health leadership.
- Create substantive linkages with the university community.
- Encourage research that sees health leadership as both an enabler of and a set of skills/capabilities for effective system transformation.
- Serve as a sounding board for potential and current CHLNet-related health leadership research projects.
- Discuss and advise on grant and other funding opportunities to build a body of evidence around health leadership and its impact.
- Build partnerships amongst member organizations to coalesce resources to seek out mutually beneficial health leadership research opportunities.
- Ensure Equity, Diversity, Inclusivity, Indigeneity and Accessibility is built into all that we do.
- Connect to other CHLNet working groups to ensure health leadership research is built into policy, planning and practice.

Terms of Operation

- Meet three times a year virtually for 1.5 hours or at the call of the cochairs. Regular attendance is required. Any member missing three consecutive meetings without cause will be required to resign.
- Maintain quality records of meetings.
- Create a workplan that outlines deliverables, accountability and that is monitored annually.

- Distribute agenda and materials one week ahead of the meeting (responsibility of cochair, along with Executive Director of CHLNet).
- Assign work to volunteer sub-groups when appropriate so as to inform and fulfill goals and objectives of this working group.
- Review the terms of reference on a biannual basis.
- Establish quorum of at least 50% of the members at each meeting.
- Provide reports on the working group activities to the network partners for information purposes at the semi-annual roundtables.
- Ensure approval of major deliverables of the working group such as a project through a motion of partners at the next roundtable or quarterly Secretariat meetings.

Membership

- Appoint cochair who will overlap terms to ensure continuity. Nominees for appointment of the cochair will be solicited from this working group and/or Secretariat. Cochair will serve a two-year term of office to take effect immediately. In exceptional circumstances, another two-year term may be granted by a vote of the working group.
- Ensure the composition of the group reflects academics and knowledge users (who are network partners).
- Selection criteria for members must focus on Equity, Diversity, Inclusivity, Indigeneity and Accessibility.
- Vacancies will be filled by the working group or Secretariat as required.

*Approved: January 15, 2015
Revised and Approved:
February 8, 2019
Revised and Approved: January
13, 2021*