



## Canadian Obstetric and Pediatric Transfusion Network (COPTN)

### TERMS OF REFERENCE

#### MANDATE

This committee will assess, analyse and strive to implement best practices in pediatric and obstetrical transfusion practice in Canada

#### OBJECTIVES

- To survey practice related to pediatric and obstetrical practice across various hospitals in Canada.
- To assess the literature regarding optimal transfusion practice and to share results with members.
- To discuss and develop national research projects in obstetrical and pediatric transfusion medicine.
- To develop best practice recommendations in pediatric and obstetrical transfusion practice.
- To serve as a forum to discuss challenging pediatric/obstetrical cases.
- To promote the safe use of blood products to pediatric and obstetrical patients.

#### COPTN MEMBERSHIP

##### MEMBERSHIP CATEGORIES

##### COPTN Full Members

COPTN full members must be affiliated with a Canadian institution and maintain current individual membership with CSTM. COPTN full members must actively participate and contribute to the organization and governance of the committee. COPTN full members must be willing to share resources, participate in COPTN projects, and support the completion of committee deliverables. In addition, COPTN full members are expected to assume leadership roles as COPTN project leads. Only COPTN full members will have voting privileges. COPTN full members will only appear on COPTN publications if authorship expectations have been met. The total number of COPTN full members is limited to ensure efficient operation of the committee.

##### COPTN Guest Members

COPTN guest members need to hold current individual CSTM membership but will not be held to the same participation requirements as COPTN full members. COPTN guest members can be invited by anyone via submission to the COPTN Chair or Secretary. COPTN guest members will not have voting privileges and will not appear on COPTN publications unless authorship expectations have been met.

##### COPTN Observers/Presenters

Individuals may be invited to a meeting as a one-time participant to observe or present.

*Note: Sub-committees or working groups may be established to provide further information on a subject, they may be composed of COPTN full members, guest members and non-members.*

## APPOINTMENTS OF MEMBERS AND EXPECTATIONS

	COPTN Full Member	COPTN Guest
<b>Selection criteria of new members</b>		
Application Documents	- Statement of interest outlining current involvement in pediatric and/or obstetrical transfusion medicine	- Statement of interest outlining current involvement in pediatric and/or obstetrical transfusion medicine
Criteria for Membership	- CSTM individual member - Currently practicing in or interested in pediatric and/or obstetrical transfusion medicine	- CSTM individual member - Currently practicing in or interested in pediatric and/or obstetrical transfusion medicine
Number of Members	- Maximum of 20 members, must include the following representation: 4 Physician experts in pediatric or obstetrical transfusion medicine: minimum one from each area (Western provinces, Ontario, Quebec, and Atlantic provinces) 1 Nurse with interest in NICU/Obstetrics/Transfusion 1 Transfusion Safety Officer 1 Medical Laboratory Technologist with expertise in transfusion medicine 1 Canadian Blood Services representative 1 Hema-Quebec representative 1 Secretary (CSTM supported)	- No limit
<b>Terms of membership</b>		
Duration	- Minimum one term of three years - Can be renewed twice for a maximum of nine total years	- No expectations
Participation	- Attend at least 75% of meetings Non-compliance on attendance over any 12-month period may result in replacement of the member, dependent upon the rationale for the absence	- Ad hoc
Responsibilities	- Disclose conflict of interest as per COPTN policy - Present on a topic of interest once every two years - Share pediatric and obstetrical transfusion guidelines, clinical policies, SOPs from local hospital - Vote on best practice recommendations Note: members may abstain from a vote based on their level of knowledge/expertise without it reflecting on their level of participation - Inform the COPTN Chair or Secretary of intention to resign from committee once	- Disclose conflict of interest as per COPTN policy - Inform the COPTN Chair or Secretary when no longer interested in attending as a guest member

**MEETINGS**

- Meetings will occur once every three months by teleconference.
- Face to face meeting will be held bi-annually for members attending AABB or CSTM.
- Ad hoc meetings and sub-committees will be convened as required.
- The Secretary shall prepare an agenda to be pre-circulated to members in advance of the meeting.
- If a member is not able to participate in a meeting, that member can speak to the Chair in advance of the meeting so that the Chair can share that member's perspective at the meeting. That member may also submit written comments or documents in advance of the meeting.

**CHAIR + CO-CHAIR**

- The Chair and Co-Chair will be COPTN full members
- Term of Chair: three years (renewable at the approval of the COPTN)
- Term of Co-Chair: two years (renewable at the approval of the COPTN)
- Responsibilities of the Chair include setting the meeting dates and agenda, calling the meeting to order, leading the team and reporting back to the CSTM board as required.

**QUORUM**

- Shall be majority (50%+1) of COPTN full members

**DECISION MAKING**

- The COPTN shall strive for consensus on all decisions
- When voting is required 75% is required to pass with quorum present unless proxy and/or email voting has been established in advance of the vote when then 75% would be required of all COPTN full members

**MINUTES**

- The COPTN Secretary shall record the meeting minutes
- Meeting minutes will be circulated after each meeting and approved by COPTN full members at the next meeting
- Minutes will be maintained on the CSTM stakeholder portal

**CONFLICT OF INTEREST POLICY**

- Interest means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct, or indirect, that may influence a person's judgment.
- Conflict of Interest - is present when, in the judgment of the committee, a committee member's stake in the transaction or decision is such that it reduces the likelihood that their influence can be exercised impartially in the best interests of the CSTM. The conflict of interest exists whether or not the individual allows the conflict to influence their decisions or actually benefits from the transaction or decision. The guidelines and procedures apply equally for actual, apparent, and potential conflict of interest situations.
- COPTN full members will be asked to complete the CSTM COI Form annually
- Each agenda of CSTM meeting must have the agenda item 'conflict of interest' following the agenda item 'approval of the agenda' to give any member an opportunity to declare agenda items which may be a conflict of interest for them.
- During the discussion at a meeting, it may become apparent to a member that there is a conflict of interest. The member must immediately identify the conflict of interest and should be excused from the discussion.
- Exclusion of a member due to a conflict of interest must be documented in the meeting minutes.

- Failure to declare conflict of interest may result in removal from the committee.

### **AUTHORSHIP GUIDELINES**

- COPTN authorship of publications will follow the International Committee of Medical Journal Editors standards which require the following:
  - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; **and**
  - Drafting the work or revising it critically for important intellectual content; **and**
  - Final approval of the version to be published; **and**
  - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- In addition, for COPTN authorship the following are required
  - Response to at least 75% of COPTN surveys

### **RENUMERATION**

- Members will not be provided with funds for their participation in committee activities including the face-to-face meetings at AABB and CSTM
- Meal will be provided to group during team meeting at CSTM

### **RELATIONSHIP WITH CSTM**

- The COPTN will be accountable to CSTM through the Chair who will provide annual updates on committee activities.
- CSTM will host the COPTN page on the intranet, advertise the committee, and provide administrative support (e.g., teleconference platforms, Secretary support, information gathering and French/English document translation)