

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.

MEMBERSHIP (20):

- **Chair, Physician (1)**
- **Physician experts in pediatric/ or obstetrical transfusion medicine**
 - **Minimum one physician from**
 - **Western provinces**
 - **Ontario**
 - **Quebec**
 - **Atlantic provinces**
 - **May have > 1 representative per province**
- **Nurse with interest in NICU/ Obstetrics/ Transfusion (1)**
- **Transfusion Safety officer (1)**
- **Technical Specialist (1)**
- **Secretary (CSTM supported) (1)**
- **Canadian Blood Services physician representative (1)**

Other guests may attend upon invitation by Chair

* All members must be CSTM members

MEMBER EXPECTATIONS

Chair

- Set meeting dates, agenda and lead team

MEMBERS

- Present on topic of interest once every two years
- Share pediatric and obstetrical transfusion guidelines, clinical policies, SOPs from local hospital
- Attend at least 50% of meetings
- Non-compliance on attendance over any 12-month period may result in replacement of the member, dependent upon the rationale of the absence.
- If unable to attend, members should identify an alternate from their province or organization. Alternate members have voting privileges.
- Guests or experts may attend meetings with approval of the Chair who will decide whether guests should be present during any or all parts of the meeting. Guests do not have voting privileges.
- Membership will be voluntary and will be for a 2, 3 or 4-year term with opportunity for renewal.
- Sub-committees or working groups may be established to provide further information on a subject

MEETINGS

- Meetings will occur once every 3 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 of the Committee.
- Quorum: 50% of membership + 1
- Only Voting members have voting status.
- Term of chair: 3 years (renewable at the approval of Committee without maximum of terms).
- Term of voting members - All members have voting status
- Minutes are recorded and maintained through CSTM Office. They shall be submitted and approved by the COPTM Committee motions.

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

CSTM's role

- Host page on intranet
- Advertise new group
- Administrative support
 - Meeting webinars
 - Minutes – scribe and send
 - Article gathering
 - Policy/ Guideline gathering
 - French/ English document translation