



**Maternal Newborn Transfer Network
TERMS OF REFERENCE
June 28, 2012 FINAL**

1.0 PURPOSE

To provide evidence based information and recommendations to the PSBC Oversight Council and Provincial Transfer Network (PTN) as needed, with respect to:

- i) Planning, coordination and implementation of maternal newborn transfer services.
- ii) Planning, coordination and implementation of administrative policies and procedures and standardization where appropriate.
- iii) Monitoring quality, identifying and supporting relevant quality improvement initiatives.

2.0 MEMBERSHIP

Maternal Newborn Transfer Network membership will be established in partnership with key stakeholders to include appropriate sub-committees/working groups to undertake initiatives necessary to ensure timely and effective communication and processes for improved provincial perinatal program outcomes.

The network to include:

- Health Authority Representatives from NHA, IHA, FHA, PHSA, VCH & VIHA (to include Physician, Administrative and/or Operational Leadership). A maximum of 3 representatives from each health authority
- PSBC Executive Director
- PSBC Lead, Perinatology
- PSBC Lead, Neonatology
- PSBC Lead, Provincial Networks
- UBC Division Head of Neonatology
- BC Ambulance Representative
- ITT Representative
- Provincial Air Ambulance Critical Care (PAACC) Representative
- BC Bedline: Provincial Transfer Coordination Representative

3.0 PROCESS PROTOCOLS

Frequency of Meetings:

Quarterly meetings (in-person and/or teleconference) for 2012/13 with an additional combination of ad hoc and/or working group meetings to provide a forum to review data, identify and manage issues, and develop recommendations.

Discussion & Summary Notes:

- A call for agenda items & attachments will be circulated prior to meeting dates.
- Specific next meeting requests should be received a minimum of two weeks prior to the meeting.
- General future requests can be submitted at any time to the Chair.
- The draft agenda items will be provided electronically prior to the meeting.
- Summary notes will be provided following the meeting.
- We will strive to be as environmentally conscientious as possible.