



Nursing Best Practice Research Centre
Centre de recherche sur les Pratiques
Exemplaires en Soins Infirmiers

Nursing Best Practice Research Centre Terms of Reference - Knowledge Exchange Committee

Purpose:

The role of the Knowledge Exchange Committee is to disseminate outcomes related to the NBPRC strategic directions through communication strategies and knowledge exchange opportunities to NBPRC members and external groups.

Functions:

1. Develop, coordinate, and disseminate the NBPRC annual report.
2. Develop and coordinate the annual NBPRC general meeting
3. Develop and coordinate other communication strategies such as NBPRC website and newsletter.
4. Monitor effectiveness of communication strategies and make recommendations, as appropriate for knowledge exchange.

Members:

- 2 NBPRC Co-Directors – (one each from UO and RNAO) to act as Co-Chairs.
- 1 UO FHS Manager of Communications and Marketing
- 1 RNAO NBPRC Project Coordinator
- 1 NBPRC Administrative Assistant and Communications Officer
- 1 NBPRC Individual Member
- 1 NBPRC Organizational Member
- 1 NBPRC Graduate Student Member

Nomination procedures

The NBPRC Co-Directors are responsible for nominating members and administrative staff from their respective organizations.

Reporting

The NBPRC Knowledge Exchange Committee reports to the NBPRC Steering Committee

Meetings

Meetings of the NBPRC Knowledge Exchange Committee are scheduled quarterly at minimum and are normally held via teleconference. Representatives and administrative staff from RNAO and UO may also participate in team meetings, as required. RNAO and the UO will share equal responsibilities in coordinating the teleconference, chairing the meetings, preparing the agenda, and taking and distributing the minutes.



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Voting Procedure:

Each member of the NBPRC Knowledge Exchange Committee will have one vote.

The decision- making process will reflect the following format:

1. Clear definition of the decision to be made following sharing of all information relevant to the decision.
2. Open discussion of the decision.
3. The NBPRC Knowledge Exchange Committee will use the 'consensus model' when making decisions whereby a collective opinion is arrived at by a group of individuals working together under conditions that permit open and supportive communication, such that everyone in the group believes she or he has had a fair chance to influence the decision and can support it to others.¹
4. In the case where reaching a consensus is a challenge, the Chair will ask if members "can live with the decision, or position" and if not what could be changed that would make the difference for them. The process will continue in this fashion until the entire group reaches a point where they can live with the decision or position. If this does not happen it may signify that the group is not ready to make a decision at this time. However, if the decision must be made, and consensus cannot be reached then the majority view, obtained by vote, would rule.

¹ RNAO Healthy Workplace Environment Best Practice Guideline: Collaborative Practice in Nursing Teams, RNAO, 2006.