



Canadian Malnutrition Task Force

Food in Healthcare Working Group

Terms of Reference

Name: Food in Healthcare – Working Group
Mandate <p>The Food in Healthcare Working Group is a group of clinicians, academics and professional leaders assembled to address the issue/ challenge of food in hospitals. The working group’s role is to explore, understand and share best practices for patient-centred hospital food service through research, education and interdisciplinary collaboration in Canada.</p> <p>The working group aims to reduce malnutrition by fostering collaborative learning and care that promotes a culture of innovation and nutrition, where food is valued for its role in health, treatment and recovery.</p> <p>The role of the committee is to foster improvement to the patient meal time experience that will contribute to improved patient intake and optimal nutritional care to patients through the development of national standards.</p>
Key Duties <ul style="list-style-type: none">• Develop an inventory of strategies and best practices for hospital food services approaches• Develop strategies to engage key stakeholders, including healthcare providers, governments (federal and provincial), and the general public who influence how hospital food services are executed.• Develop knowledge materials (e.g., briefing documents, educational tools, an informative website, training programs) designed primarily for key professional groups, engaged in the provision of hospital food services
Authority <p>The ad hoc group will be lead by a CMTF Advisory Committee member(s) who volunteers to lead this action and report back to CMTF.</p>
Composition <ul style="list-style-type: none">• Co - Chair - CMTF Advisory Committee member – Academic/Research• Co – Chair – CMFT Advisory Committee member – Food Services Operations representative.• CMTF – Advisory Committee Chair;• CMTF Director;• Provincial/ Territory Representatives – minimum membership 6 (East, Quebec, Ontario, Prairies, West, Territories), Maximum membership 10;• Dietitians of Canada representative (ad-hoc);• Other professional association representative(ad-hoc);

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The ad hoc working group should include diverse stakeholders that can support various needs of the working group and CMTF.	
Co-Chair Role	
<ul style="list-style-type: none"> • Work closely with the CMTF Director to set meeting agendas. • Chair ad hoc working group meetings. • Lead the development of ad hoc working group strategy planning. • Provide input/guidance to CMTF Director on operating decisions. • Provide support to the CMTF Director as needed. 	
Appointment Process	
<ul style="list-style-type: none"> • The committee members will volunteer for participation in the ad hoc working group. 	
Length of Term	
<ul style="list-style-type: none"> • The CMTF Co-Chairs will serve two-year term with a bi-yearly rotation 	
Meetings	
<p>The CMTF Food in Healthcare Working Group will meet 10 times per year via telephone/ teleconference or in person, as required, with meetings held at the call of the Chair(s).</p> <p>A meeting date that works for the majority of committee members will be set and meeting dates will be confirmed for a six-month period. An agenda and supporting documents will be circulated prior meetings.</p> <p>Minutes of the meetings will be recorded by the CMTF Director and circulated to members following meetings.</p>	
Resources	
The CMTF Advisory Committee will secure the necessary financial and administrative resources to sustain its operations and activities.	
Reporting	
As a Working Group of the CMTF Advisory Committee, the Working Group will report at the monthly Advisory Committee meetings.	
<i>Approval and Review</i>	<i>These Terms of Reference were approved by the CMTF Advisory Committee on June 14, 2018. The Advisory Committee will review these Terms of Reference on a bi-annual basis, with input from the Working Group as required.</i>