



Canadian Malnutrition Task Force

Pediatric Malnutrition Working Group

Terms of Reference

Name: Pediatric Malnutrition- Working Group

Mandate

The Pediatric Malnutrition Working Group is a group of clinicians, academics and professional leaders assembled to address the issue/ challenge of pediatric malnutrition from hospital to home. The working group's role is to promote nutrition care knowledge and optimal practice through research and education activities focused on preventing, detecting and treating malnutrition in pediatric specific populations.

Key Duties

- Aggregation of research data on current rate, health impact and causes of pediatric malnutrition to support knowledge creation efforts across the continuum of care
- Knowledge creation to influence best practices through research efforts
- Development of knowledge translation materials including briefing documents, educational tools, training toolkits etc. that help to prevent, detect and treat malnutrition specific to pediatric populations.
- Development of best practices in pediatric nutrition care, involving key stakeholders, influencers and decision makers in the process
- Sharing research knowledge to effect a culture change in pediatric nutrition care

Authority

The group will be led by pediatric clinicians who volunteer to lead this action and report back to CMTF.

Composition

- Co - Chair - CMTF Advisory Committee member – Academic/Research
- Co – Chair – CMFT Advisory Committee member – Clinical Practice
- CMTF – Advisory Committee
- CMTF Director
- Provincial/ Territory Representatives – minimum membership 6 (Maritimes, Quebec, Ontario, Prairies, West, Territories), Maximum membership 10

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The 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 working group meetings. • Lead the development of 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 working group. 	
Length of Term	
<ul style="list-style-type: none"> • The Co-Chairs will serve two-year term with a bi-yearly rotation 	
Meetings	
<p>The Pediatric Malnutrition 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 September 13, 2018. The Advisory Committee will review these Terms of Reference on a bi-annual basis, with input from the Working Group as required.</i>