

ATTACHMENT 1

**Can-SOLVE CKD Network Knowledge User and Translation Committee**

**Terms of Reference**

**Mandate:** The Can-SOLVE CKD Network “Knowledge User and Translation (KT/KU) Committee” will provide guidance, expertise and direction for knowledge translation (KT) activities undertaken by Can-SOLVE CKD projects in collaboration with the Patient Council (PC) and the Indigenous Peoples’ Engagement and Research Council (IPERC) to ensure all KT activities are patient-centered.

The overarching role and objectives of the Committee will be to:

1. Provide KT expertise, guidance, and direction for the Can-SOLVE CKD Network;
2. Ensure KT strategies and activities are aligned with the PC and IPERC to confirm that the patient voice remains at the center of the Network;
3. Facilitate the translation of knowledge/evidence into clinical research, practice and policy to optimize care of patients with CKD and other chronic diseases;
4. Cultivate ongoing interactive relationships with relevant end-users for CKD care across Canada, including patients, caregivers, and the clinicians who care for them;
5. Provide guidance on how to engage with health policy-makers;
6. Advance the science and practice of KT as projects report on determining optimal ways of changing practice and improving patient outcomes, while ensuring efficient use of health care resources.

Specifically, this Committee will:

- Work with Can-SOLVE CKD KT Project Liaisons/Champions and relevant committees to execute KT project plans using standardized KT templates.
- Provide feedback and guidance on KT project plans, KT objectives, and other ongoing KT requirements.
- Ensure Can-SOLVE CKD Network projects and committees actively engage with end-users groups (patients, caregivers, Indigenous groups, health care professionals, policy makers and industry) to ensure projects remain focused on optimizing the care of patients with CKD while integrating both health care professionals and leads of provincial kidney care programs throughout the research cycle.
- Consult on KT communication strategies and dissemination of research evidence to ensure knowledge is integrated into health care practice and policy.
- Consult on monitoring knowledge use and evaluating project impacts and outcomes using validated models.

- Facilitate collaboration and delivery of KT resources in collaboration with:
  - a. KT Laboratory (electronic decision support tool lab)
  - b. Can-SOLVE IP (intellectual property) and Commercialization Sub-Committee
  - c. Can-SOLVE CKD Website
  - d. The Canadian Journal of Health and Disease (CJKHD)
  - e. Can-SOLVE KT Team (comprised of KT experts and KT Brokers)
- Consult on effective models and frameworks for implementation, sustainability plans, and scale-up of interventions.
- Build on CANN-NET linkages (between guideline producers, experienced clinical trialists, KT specialists and knowledge users) to enhance uptake of best practices and improve care of CKD patients.

**Chairs:** There will be two co-chairs, who are recognized leaders in knowledge translation; **Joanne Kappel** and **Rebecca Harvey** who will also represent the committee on the Can-SOLVE CKD Steering Committee.

**Membership:** Membership is intended to include national representation of adult/pediatric patients living with kidney disease, policy makers, and researchers with expertise in KT.

- Can-SOLVE CKD Network Executive Committee – *Braden Manns*
- Can-SOLVE CKD Network Program Manager – *Mila Tang*
- Co-chair, Can-SOLVE CKD Patient Council (and IPERC representative) – *Mary Beaucage*
- Representative, Pediatric Committee – *Guido Filler*
- CANA Representative – *Janet Graham*
- Provincial renal program representative (Nova Scotia) – *Steven Soroka*
- Senior Provincial Director, Kidney Health SCN (Alberta) – *Louise Morrin*
- Knowledge Translation Broker – *Selina Allu*
- Team member, Can-SOLVE CKD Project 3.2 – *Meghan Elliott*

Ad hoc members as required:

- Other provincial representatives (BC, QC, etc.)
- Research Training and Mentorship Committee
- Can-SOLVE CKD Network researchers in leadership positions (who want KT experience)
- Representative, Provincial SPOR Knowledge Translation Platform

Membership will be advertised via Can-SOLVE CKD Network Secretariat where appropriate, including via health networks, and KFOC patient network). Representatives from the Canadian Organ Replacement Registry (CORR) and the Canadian Institute for Health Information (CIHI) PROMs initiative may be invited as guests to ensure priority alignment and synergy.

**Terms:** Initial terms for the above membership will be 5 years for the co-chairs, and 2-5 years for other members depending on their roles and capacity. No more than 1/3 of the committee will be changed at any one time, and any changeover will occur with both a clear rationale and a period of overlap for planned transition.

**Meeting frequency and rationale:** Committee will meet at the call of the co-chairs. Most meetings will take place via teleconference with at least one annual face-to-face meeting of the committee in conjunction with the annual Can-SOLVE CKD Network meeting (to be held at the CSN Annual General Meeting April/May of each year).

**Meeting Quorum:** 50% plus 1 of committee constitutes quorum for all matters relating to major decisions concerning the Can-SOLVE CKD Network. Ad-hoc members do not count towards quorum. Decisions will be made by consensus.

**Accountability:** Individual committee members are responsible for reporting back on study-related activities to their respective teams, organizations, and committee. The Committee will review TORs annually. The Can-SOLVE CKD KU/KT Committee is ultimately accountable to the Executive and the Steering Committee of Can-SOLVE CKD Network.

**Reporting:** The minutes of all meetings will be approved and provided to the Can-SOLVE CKD Steering/Executive Committee. Detailed work plans and progress reports will be sent annually. Documents will be housed/shared via Dropbox.

**Secretariat Support:**

The Can-SOLVE CKD Network Program Director will assign a Network staff person to support the committee for duties such as meeting facilitation (sending agendas, taking minutes, etc.), record keeping, and any other additional support as required.