

Dissemination of Best Practices Project

ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The purpose of this project is twofold;

1. To comprehensively and strategically disseminate the previously identified Best Practices /Promising Practices (BP/PP) in stroke and diabetes prevention to six communities using a recently developed evidence-based dissemination model.
2. To document and post on-line all BP/PP to support all communities interested in adopting or adapting a BP/PP.

ROLE

The key role of the Advisory Committee will be to advise on the critical and strategic parameters of the project including:

- Criteria for the Community Call for Proposals
- Mechanism for funds administration
- Selection of the 6 successful communities to receive funding
- Guidelines to assist communities in identifying the BP/PP that best fits their local setting
- Elements of a comprehensive dissemination strategy
- Evaluation criteria to assess both central and local project process and outcome

MEMBERSHIP

Membership will be drawn from a number of key content and contextual experts including specialists in best practices, dissemination, evaluation, and the continuum of care. Other members may be invited to join the committee as the project evolves.

The Ministry of Health and Long Term Care will be represented on the Project Advisory Committee, but as project funders will be ex-officio.
The Heart Health Resource Centre (HHRC) will serve a secretariat role for the Advisory Committee. The Manager, HHRC will coordinate the Project Advisory Committee.

MEETINGS

Meetings are held at least quarterly over the duration of the project and more often as needed. Members will be asked to attend one meeting in person with the remaining meetings by teleconference.

TIMEFRAME

While not confirmed, it is expected that this will be a multi-year project.