



Guideline Management and Oversight Committee

Terms of Reference

PURPOSE To advise upon and to provide oversight of the SOGC Clinical Practice Guideline¹ development and approval process.

- OBJECTIVES**
1. To develop and maintain processes and standards for SOGC Clinical Practice Guidelines, including:
 - Processes and policies related to the development of SOGC Clinical Practice Guidelines, joint Guidelines and Endorsements.
 - Best practices and policies for review and approval of SOGC Clinical Practice Guidelines.
 - Prioritization of topic areas for Clinical Practice Guideline development and updates based on the needs of women, care providers and learners.
 - Expertise on Clinical Practice Guideline content, scope, focus and authorship
 2. To evaluate and approve/not approve SOGC Clinical Committee or Member-directed Clinical Practice Guideline proposals.
 3. To review the final draft of all SOGC Clinical Practice Guidelines, and provide feedback to authors for revision as required.
 4. To approve the final version of all SOGC Clinical Practice Guidelines for publication in the JOGC, which is a delegated authority from the SOGC Board of Directors.

COMMITTEE COMPOSITION

CATEGORY	AFFILIATION
<p>Core Members (8)</p> <p>Co-Chairs (Appointed by the SOGC Board of Directors)</p> <p>Board of Director Liaison</p> <p>Academic Council Representative</p> <p>Department Chair Representative</p> <p>Obstetrical Content Review Committee Representative</p> <p>Chief Executive Officer</p> <p>Chief Scientific Officer</p>	<p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p>
<p>Content Experts (13)</p> <p>Clinical Gynaecology (1)</p> <p>Clinical Gynaecology – Minimally Invasive Surgery Specialist (1)</p> <p>Clinical Obstetrics (2)</p> <p>Clinical Obstetrics – Affiliate</p> <p>Community Practice Representative</p> <p>Infectious Disease Specialist</p> <p>Maternal Fetal Medicine Specialist</p> <p>Paediatric and Adolescent Gynaecology Specialist</p> <p>Reproductive Endocrinology and Infertility Specialist</p> <p>Urogynaecology Specialist</p> <p>Gynaecological Oncology Specialist</p> <p>Epidemiologist</p>	<p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Family Physician/ Registered Nurse/ Registered Midwife</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Obstetrician/Gynaecologist</p> <p>Epidemiologist</p>

¹ Including Committee Opinions, Technical Updates and Consensus Statements



TERMS 2 or 3 years, renewable once (Co-Chairs: 5 years, non-renewable).

REPORTING GMOC reports to the SOGC Board of Directors through the SOGC Board of Director Liaison.

QUORUM Quorum is defined as 50% + 1 of committee members.

DECISION PROCESS

While all reasonable efforts to reach consensus will be made, if voting is required 50% + 1 of attending committee members will constitute a majority.

MEETINGS The Committee will hold a minimum of one face-to-face meeting and have at least four additional videoconferences as determined by the Co-Chairs to accomplish the work outlined for the year. The activities of the committee will take place on an ongoing basis throughout the year.

COORDINATOR SOGC Staff.

EXPECTATIONS

- Members must be an SOGC member in good standing.
- Members must attend 75% of the committee meetings.
- Members must be familiar with the SOGC guideline development process.
- Members must be actively practicing in Canada or within 2 two years of clinical practice.

NOTES

- Terms will be staggered to balance healthy turnover with historical memory.
- If expertise is required from other professions or from other sub-specialties, appropriate experts will be identified by the Clinical Committees and will be invited to attend GMOC meetings on an ad hoc basis, as required. The GMOC Co-Chairs, with input from GMOC members, will determine when additional expertise is necessary.
- Members must have current academic publications to be considered (previous guideline authorship experience is an asset)