

Canadian Activity Based Therapy (ABT) Community of Practice

Terms of Reference*

Purpose

The aim of this Community of Practice (CoP) is to bring together committed individuals with a common interest in ABT who have a desire to work collaboratively to expedite the advancement of the Canadian ABT priorities with the ultimate goal of optimizing health outcomes for people living with SCI in Canada. It will also inform other relevant initiatives such as spinal cord stimulation.

Canadian ABT Priorities*:

- identifying current ABT activities across the continuum
- creating a network to facilitate dialogue between rehab/hospital and community groups
- tracking engagement in ABT activities across the continuum
- development and implementation of best practice recommendations for ABT
- study of optimal timing, methods and dose of ABT to promote desired outcomes

*As identified by the Canadian ABT Summit, March 2019

Objective

To provide a national collaboration and communications platform to foster rapid, coordinated advancements in the identified priority areas through research, dissemination, and implementation activities aimed at enhancing the use of ABT for people living with SCI in Canada. Examples of activities the group may undertake include: development of knowledge translation tools and dissemination of ABT Inventory, creation and dissemination of ABT educational resources to address identified knowledge gaps, collaboration with other individuals/groups conducting ABT related research to ensure learnings are shared and efforts are not duplicated, facilitating ABT research (e.g., linking people together to develop research proposals, facilitating obtaining funding or other resources, reporting on progress), and continued strategy development.

Eligibility and Membership

All persons demonstrating a special interest and involvement within the field of ABT are eligible to participate.

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The latest revision is September 22, 2020.

Methods and frequency of meetings

- Meetings will be 4-6 times per year via videoconference or teleconference with smaller working groups meeting as needed
- A schedule of meetings will be predetermined based on participant availabilities

Roles and responsibilities

Steering Committee

- Is to be representative and include diverse stakeholders such as persons with lived experience, clinicians, researchers, funders, and decision-makers. Ideally in a mix of both junior and senior roles representing both hospital-based and community-based organizations.
- Overall responsibility for ensuring the group achieves its purpose and objectives effectively and efficiently.
- Coordinates meetings and contribute to discussion.
- Facilitates the sharing of information between members of the CoP; tracks activities, progress, and project updates and relays this information to the larger group.
- Coordinates evaluation.
- Makes decisions based on consensus. Consensus is a decision-making strategy where the partners are comfortable with the decision and are supportive of its implementation. In order for consensus decision-making to be successful, it is paramount for leadership to participate in deliberate dialogue. ¹

¹ Madden, James. A Practical Guide for Consensus-Based Decision Making, 2017
(<https://www.tamarackcommunity.ca/hubfs/Resources/Tools/Practical%20Guide%20for%20Consensus-Based%20Decision%20Making.pdf?t=1516652608726>)

Administration (supported by Praxis Spinal Cord Institute)

- Supports the Steering Committee and provides administrative support to the COP in pursuit of its purpose and objectives
- Organizes meetings, set up the technology needed, and takes minutes
- Circulates agendas and papers
- Prepares and maintains records

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Members

- Attend network meetings
- Bring their knowledge and experience
- Participate fully in the exchange of information and bring forward relevant opportunities
- Consider ideas raised and provide strategic guidance and input
- Seek input from and relay information to respective organizations and networks
- Contribute to (and/or take the lead on) projects/initiatives of interest
- Collaborate to mobilize resources to support relevant projects that advance the initiative (e.g. pursuit of collaborative funding applications, facilitating engagement of Persons with Lived Experience and other key experts in research and dissemination activities, engaging students, etc.)
- Provide timely comment on draft meeting records, papers and submissions
- Each member of the CoP can work on any ABT product they desire if they have the needed funding and resources. We would ask that these projects get brought up to the steering committee and the CoP as a whole to encourage inclusiveness and to keep everyone on the same page

Tenure

1 year (until October 31, 2021)

Evaluation

Effectiveness of the group will be assessed after 1 year by the means of electronic survey, collated, analyzed and a report posted/distributed for discussion by COP members.

The following will be assessed:

- the range and number of participants;
- level of participation;
- member satisfaction with the COP and perceived value over the stated period.

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