



## SELECTION COMMITTEE Terms of Reference

### Guiding Principles

In order to promote transparency and uphold our mission for an interdisciplinary program, CCHCSP will abide by these guiding principles.

- Gender equity
- National representation
- Interdisciplinarity
- Trainee representation
- Youth, parent and family engagement
- Acknowledge and embrace Indigenous ways of knowing, doing and promoting health and well being
- Representation across all themes of research

The purpose of the Selection Committee is to enhance and execute the selection and support of outstanding health clinician scientists who will advance child health across Canada and globally.

### 1 Membership

Membership within the Selection Committee will consist of two (2) groups; The Core Committee and Reviewer pool.

The Core Selection Committee shall consist of at minimum 13 members. This includes the Director of CCHCSP and Program Manager (ex officio), 3 patient partners (including at least one youth or young adult with lived experience of a childhood disease), plus eight (8) additional members. Among all members there should be representation of:

- a) All four pillars of health research
- b) Multiple disciplines supported by CCHCSP with at least one representative (excluding the Director and the Chair) of the following disciplines:
  - Medicine and surgery
  - Psychology
  - Nursing
  - Rehabilitative Sciences and Communication Disorders (occupational therapy, physiotherapy, audiology, speech pathology)
  - All other disciplines when possible, but not required
- c) A comprehensive geographic representation (Region 1: Atlantic Provinces, Region 2: Quebec and Ontario; Region 3: Prairies and British Columbia)
- d) Two active trainees of the program
- e) One to two French speaking members

Two of the above 8 members (not including the CCHCSP Director) shall act as the Committee Chair and Co-Chair as elected by the Executive Committee, for a term of five (5) years.

In addition to the core committee, there shall be a pool of reviewers external to CCHCSP, that will be called upon by the core committee to aid in the review of applicants based on an area of



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expertise and number of applications. The pool of reviewers will act as content experts for applications that the core committee may be unfamiliar with, while providing an external point of view to ensure equity and transparency among the ratings.

#### **Membership approval**

When a core committee member's tenure is complete, the Selection committee shall make a nomination to replace the respective member. Once a consensus has been reached, each member shall be reviewed and approved or denied by the CCHCSP Executive Committee before tenure commences of the incoming member.

Members in the reviewer pool can be nominated by members of the Selection Core Committee and shall be reviewed by the Selection Chair and Co-Chair for approval.

#### **Length of Tenure**

Appointed members of the core committee serve five (5) year terms. They are not eligible for reappointment for the term immediately following their tenure. However, they shall remain in the pool of reviewers to be called upon to serve as a reviewer on an ad hoc basis. Members can be re-appointed to the core committee for staggered five-year terms if the core committee sees it fit.

Members of the reviewer pool will remain in the pool indefinitely or until they choose to step down from the reviewer pool.

## **2 Function of the Committee**

- a) Select new CCHCSP Trainee candidates at each competition (twice a year; April 1<sup>st</sup>, November 1<sup>st</sup> deadlines). This includes review and ranking of applicants followed by a teleconference to determine consensus scores
- b) Review of trainee's annual progress at the national symposium through submitted progress reports and one-on-one meetings with trainees and supervisors/mentors.
- c) Nomination of new Selection Committee members as required

#### ***Trainee Representation:***

Trainee representatives on the Selection Core Committee shall not be involved in progress reviews at the National symposium. Participation in such activities will:

- a) Prevent the trainee from participating fully in the annual symposium, hence diminishing the educational and networking components of the meeting.
- b) Could potentially be perceived as bias and unethical practice since the trainee will be undergoing their own review at that time.

## **3 Meetings of the Core Selection Committee**

The following meetings shall take place on an annual basis.

- a) Selection committee teleconference twice (2 times) a year in April and November. Members of the reviewer pool may also be asked to participate when assigned to an applicant.



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- b) Selection committee interviews of candidates twice (2 times) a year in May/June and December/January. These meetings will be a subcommittee of approximately five (5) members based on availability and required expertise.
- c) Participation in the National Symposium which includes Trainee Progress reviews, meetings and mentorship (May/June)

In instances where additional members are required for any of the above meetings, the Selection Chair and Co-Chair will bring members forward from the reviewer pool.

In instances when the Selection Committee Chair is not available or in conflict, the Co-Chair will step forward, in his/her place.

#### **4 Process for Amendment**

An amendment to this document requires a notice of motion at the CCHCSP Executive Meeting. The amendment will be voted on and will require support from a majority of the members in attendance.