



CANADIAN WOMEN'S HEART HEALTH CENTRE

Expression of Interest: Knowledge Translation and Mobilization Working Group

INTRODUCTION

The [Canadian Women's Heart Health Alliance](#), ("Alliance") is a network of experts and stakeholders that develop and disseminate evidence-informed strategies to transform clinical practice and enhance collaborative action on women's cardiovascular health in Canada. The Canadian Women's Heart Health Alliance is powered by the Canadian Women's Heart Health Center at the University of Ottawa Heart Institute.

Vision

To improve women's cardiovascular health across the lifespan.

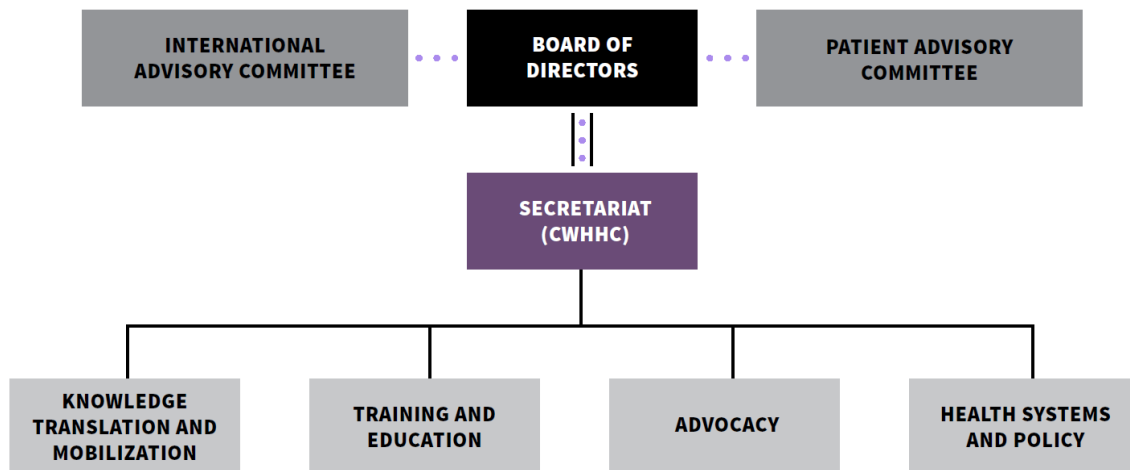
Mission

Clinicians, scientists, patients and decision makers work collaboratively to implement evidence, to transform clinical practice, and to impact public policy related to women's cardiovascular health.

[The University of Ottawa Heart Institute](#) has flourished into one of Canada's most distinguished heart health centres for the unparalleled care it provides to its patients, a world-renowned research Institute that brings science from bench to bedside, and the country's main influencer when it comes to preventing heart disease. Its promise remains the very pillar on which it was built: Always putting patients first.

Governance Structure

The Alliance governance structure is comprised of a Board of Directors, International and Patient Advisory Committees, the Secretariat body to provide operational and coordination support through the Canada Women's Heart Health Centre (CWHHC) at the University of Ottawa Heart Institute and four core working groups.





The **Board of Directors** is specifically accountable for the following:

- Guide the Alliance vision and strategy
- Lead decision making in Alliance strategic direction and activities
- Establish shared measurement practices
- Build public will for women's cardiovascular health
- Advance policy to enable action for women's cardiovascular health
- Grow the membership of the Alliance

The **Secretariat** is responsible for the following:

The purpose of the Secretariat of the Alliance is to facilitate the growth and development of the initiative into a national leader that increases collaboration and knowledge mobilization dedicated to improving women's cardiovascular health.

The Secretariat is a convening body that maintains strategic coherence, provides operational and communications support, knowledge brokering, builds membership engagement, and manages stakeholders.

Working Groups:

1. The **Advocacy** group will support advocates as they enhance awareness about women's cardiovascular health in their communities, and to stimulate new interest in the field of women's cardiovascular health.
2. The **Education and Training** group will work to enhance education and training about specific cardiovascular issues affecting women. Projects will target various audiences such as the general public, physicians, nurses, students and allied health staff in a phased approach.
3. The **Health Systems and Policy** group will explore cost-effective strategies to improve and monitor women's cardiovascular health, and promote these strategies based on findings.
4. The **Knowledge Translation and Mobilization** group will focus on translating existing and new knowledge about cardiovascular health and disease in women; and creating sex-specific guidelines, tools and programs focused on improving outcomes for Canadian women.

Working Group Chairs:

The identified Chairs from each of the four Working Groups will also sit on the Board of Directors for the Alliance. The Chair role is a 1 year renewable term.

Each Working Group Chair is responsible to:

- Set the tone for cooperation to ensure the goals set out by the working group and Board of Directors are achieved
- Ensure that key goals are delivered upon and that the necessary resources are in place to support this necessary work



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- Review and collaborate on strategic planning findings and outcomes
- Provide direction and advice on recommendations
- Identify additional members of the working groups
- Lead the strategic planning process and deliver outcomes
- Collaborate with relevant stakeholder groups

WORKING GROUP MEMBERSHIP

PURPOSE AND ACCOUNTABILITIES

The members in each of the four Working Groups will contribute their knowledge, expertise, and provide in-kind contribution to advance the goals, objectives and activities as outlined by the Alliance. The Working Group will operate as a team, draw on the skills and talents of each member, and work together towards the Alliance's goals to ensure the organization's success.

MANDATE: KNOWLEDGE TRANSLATION AND MOBILIZATION WORKING GROUP

To translate existing and new knowledge about cardiovascular health and disease in women; and to create sex-specific guidelines, tools and programs focused on improving outcomes for Canadian women.

GENERAL QUALIFICATIONS

- Has a track record for being able to get things done
- Former experience or strong interest in working collaboratively on committees or working groups
- Tact, judgment, discretion and listening skills
- Good communication skills
- Sufficient time to devote to the committee (refer to Time Commitment section below for further details)
- Willingness to work with patient partners or people with lived experience

SPECIFIC QUALIFICATIONS/EXPERIENCE

- Can contribute their expertise from a patient, clinical, epidemiological, academic and/or research perspective in Knowledge Translation and Mobilization
- Is passionate about advancing cardiovascular care for women
- Has prior experience working on groups which may include but are not limited to : task forces, working groups, and/or technical committees
- Although not essential, prior experience in Knowledge Translation & Mobilization, and publication is highly valued



TIME COMMITMENT

- The Working Group Membership will be for a minimum term of one year, from September 2018 – September 2019
- Members will be expected to attend 4-6 **virtual** meetings per year lasting up to 1.5hrs in duration. Members will be invited to participate in an annual face-to-face meeting, which will be concurrent with a major relevant ongoing professional meeting (e.g. Canadian Cardiovascular Congress) or the CWHH Summit. Members will be expected to attend the
- CWHH Summit (next scheduled date: April 1-4, 2020), where face-to-face Working Group meetings will be held biannually.
- Expect a time commitment of at least average of 4-8 hours per month to attend meetings, review documents, respond to emails and complete assigned tasks
- The monthly time commitment may vary based on the forecasted activities

MEMBERSHIP COMPOSITION

The Working Group will consist of 10 members, with 2 of those members being patient partners or people with lived experience. Recruitment of additional *ad hoc* members will be considered as projects arise and it is deemed there is need for additional expertise.

MEMBERSHIP CONSIDERATIONS

In order to ensure a balanced membership composition which incorporates a broad range of perspectives, additional considerations such as specific expertise, diversity and geographic representation may be sought. Please note that all meetings will be conducted in English.

INTAKE PROCESS

An open call/expression of interest for the Working Groups will be held. Applications will be first reviewed by the Secretariat and the final determinations will be made collaboratively with the Chair of the Working Group respectful of the above-mentioned considerations.

If you are interested in pursuing this opportunity, please click on this [link](#) to upload your CV and provide some insight on your motivations and expectations for joining this Working Group. The deadline to submit your interest is **August 30, 2018 at 5:00 pm EDT**. If you have any questions or concerns, please contact Sabrina Pillay, Knowledge Translation Lead at cwhhc@ottawaheart.ca. Please note that the kick-off meeting will be held in **end-September to early October** via teleconference. The meeting will be 90 minutes in duration.



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OTHER OPPORTUNITIES FOR INVOLVEMENT

There are many opportunities for interested stakeholders to participate in the Alliance. Opportunities include:

- Network with others by attending the [Canadian Women's Heart Health Summit](#) and/or submit an [abstract](#);
- Join our [newsletter](#) to stay informed and up to date;
- Follow us on [Facebook](#) and [Twitter](#) and visit our [website](#).

Thank you for interest in women's heart health in all its diverse facets, your recognition of the importance of embedding prevention and evidence into clinical practice, and your commitment to improving the health of our patients, families, and our communities.

If you have any questions please feel free to contact me directly at tcoutinho@ottawaheart.ca.

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