



Vaccine Resource Committee (Committee) Terms of Reference

Date

March 6, 2024

Purpose

Vaccines are essential in preventing the transmission of vaccine-preventable diseases and reducing morbidity and mortality. [The Government of Canada has set vaccination coverage goals and vaccine preventable disease targets by 2025.](#) Achieving a high community vaccine coverage requires promotion from physicians to support Albertans. Vaccine rates are dropping and pockets of preventable diseases are rising, in part, due to misinformation in the community. We hope to arm physicians with easily accessible information to help combat this trend.

Mandate

The Committee will fulfill the following responsibilities on behalf of the Edmonton Zone Medical Staff Association:

- 1) Be a trusted source of medical advice and expertise on vaccine information.
- 2) Recommend short- and long-term strategies to increase vaccine coverage in Alberta.
- 3) Advocate and inform physicians, patients, the public, organizations and government to increase vaccine uptake in Alberta.

Goals

The Committee will provide:

- Easy to access and approachable resources to support physicians with vaccine information for patients by June 30, 2024. Specifically, these are resources aimed at combating common misinformation that is present in the community.
- A list of initiatives for the Committee to promote community vaccine uptake in Alberta by September 30, 2024.
- The implementation of initiatives between October 1- December 13, 2024 and January 13- March 31, 2025.

Accountability

The Committee will report and be accountable to the EZMSA Executive (Executive). The Committee will deliver all materials collected and/or created (including, but not exclusive to: information, observations, research, recommendations, advice, guidelines, and public materials) by the Committee to the Executive for review and approval. Committee members may perform their own personal advocacy; however, materials and content produced by the Committee must be coordinated as a team with the Committee and Executive for external release.

Members are to be politically impartial and evidence based when performing Committee work. They are accountable to each other to be professional, open and respectful of colleagues. Members are not to engage in confrontation and criticism of fellow colleagues either within the Committee or outside Committee work, but rather provide a positive and constructive debate for differing views.



Term

The Committee will convene from May 1, 2024 to March 31, 2025. There will be a break for the summer in July and August and for the holiday season from December 14 to January 12. An extension of the term will be at the discretion of the EZMSA Executive.

Meetings

Frequency

The Committee will meet once per week for one to two hours.

Decision-making:

The Committee will strive for consensus and will use voting when there is no clear agreement. Decisions will be forwarded to the Executive for approval.

Quorum:

At least five of the eight members must be present for a vote to take place.

Membership

The Committee will consist of eight physicians. The EZMSA will support the committee with a manager to co-chair and an executive representative. The eight members will represent:

- Pediatrics/Infectious Diseases
- Family Medicine (x2)
- Infectious Diseases (x2)
- Emergency Medicine
- Public Health (x2)

Requirements of all Committee Members

- Brainstorm ideas, identify issues, provide input, and give feedback for Committee work.
- Consider all medical evidence, the determinants of health, and societal implications.
- Disclose potential conflicts of interest.
- Be mindful the Committee represents physicians with medical evidence in all public materials.
- Attend a minimum of 80% of the Committee meetings.
- Provide a timely response to colleagues when requested.

Additional Requirements of some Committee Members

The Committee will require support from some members with these tasks:

- Co-chairing meetings and develop the meeting agenda with the manager.
- Be media/social media spokespersons for the Committee.
- Meet with and present to external organizations and government.
- Research medical evidence to support initiatives.
- Develop written materials to support initiatives.

Rules of Engagement

We take care of ourselves by recognizing advocacy can be challenging and mental health is equally as important.



We maintain confidentiality by:

- respecting the privacy of the Committee members who request to be anonymous;
- not sharing sensitive communications of emails, chats, and conversations outside of the committee; and
- having one coordinated voice outside the room.

We will take responsibility for ensuring work gets done by:

- coming to meetings prepared and let others know in advance if you cannot attend;
- using forward thinking and looking positively toward the future.
- staying on topic and keeping each other on topic (ask permission to change if important); and
- ending meetings with clarity on action items and timelines.

We will demonstrate accountability by:

- evaluating how useful our work will be down the road.
- checking in to see if we are on track to achieve our intended results and if we are using resources as planned.

We communicate clearly by:

- using email to share documents for feedback; and
- checking how we are understanding something with the person who is speaking.

We demonstrate respect by:

- working collaboratively;
- Respect diversity and differing opinions as professionals without blaming, shaming, or any negative behaviour toward colleagues.
- offering our unique expertise, while also valuing diversity, different experiences and opinions;
- listening twice as much as speaking, inviting others to speak, recognizing that some need more internal processing time;
- listening with curiosity and not interrupting others;
- focusing on behaviors'/actions/feelings rather than assigning intent;
- checking body language to avoid actions that might be interpreted as dismissive; rather, strive to show active listening; and
- providing feedback with honesty, respect and kindness and accepting feedback openly.

We demonstrate trust by:

- assuming best intentions and recognizing the impacts of our actions;
- trying our best to maintain an open mindset;
- speaking to each other, not about each other, and holding others up and offering grace to each other;
- speaking up when members are not meeting norms; and
- disagreeing constructively, professionally and by not shaming or blaming.



Compensation

Honoraria will be provided as per the Alberta Medical Association “Guide for Honoraria and Expense Allowances”. Members will receive the “Regular Rate” of \$141.25 per hour. The members are compensated as:

- Committee members receive honoraria for meetings attended (typically one-two hours each).
- Committee members will receive one hour of preparation time for meetings when there is additional reading with the agenda.
- Committee members that provide the additional support will discuss the number of hours with the manager in advance of completing the work.