

# **CANN-NET – KNOWLEDGE TRANSLATION COMMITTEE**

## **TERMS OF REFERENCE**

### **1. PURPOSE**

The Knowledge Translation Committee assists the CANN-NET Executive Committee in defining, developing, monitoring and evaluating knowledge translation activities

### **2. DUTIES AND RESPONSIBILITIES**

- To facilitate the dissemination and uptake of best practices for the care of patients with or at risk of kidney disease across Canada
- To develop a framework for the utilization of databases in kidney research
- To conduct research to determine the optimal methods of knowledge dissemination to enhance the care of patients with kidney disease
- To develop and implement a knowledge translation communications strategy
- To develop a framework for the evaluation of knowledge translation activities
- To develop knowledge translation tools
- To advise the Knowledge Users Committee in the area of knowledge translation

### **3. COMPOSITION**

- Chair – two Co-Chairs appointed by the CANN-NET Executive Committee
- Members – between four and six leading scientists with expertise in knowledge translation and/or adult education
  - CANN-NET Knowledge Translation manager (ex officio)
  - Chair of CANN-NET (ex officio)
- Ad hoc project-specific members at the call of the chair

### **4. ACCOUNTABILITY**

The Knowledge Translation Committee is accountable to CANN-NET Executive Committee

## **5. MEETINGS**

- The Committee meets via online meetings, teleconference, email and other available technology
- If the budget permits, the Committee may meet face-to-face biannually with knowledge users and partner ideally in conjunction with other meetings
- Minutes shall be kept for all meetings as a record of discussion and action steps

## **6. STAFF SUPPORT**

The Knowledge Translation Program Manager will ensure that the Knowledge Translation Committee receives appropriate staff support.