



NorthBEAT COLLABORATIVE

SUPPORTED BY ST. JOSEPH'S CARE GROUP
& ONTARIO TRILLIUM FOUNDATION



TERMS OF REFERENCE: eLearning Constellation

Version Date: 19 Dec, 2018

1.0 Overview

1.1 Background

The NorthBEAT Collaborative is a strategic systems collaborative. The vision of the Collaborative is to shift the system so that youth with psychosis receive the help they need, when they need it. The Collaborative emerged from the NorthBEAT research project (2012-15) which identified a lack of knowledge among service providers about psychosis across the system in Northwestern Ontario. A significant portion of the Collaborative's funding proposal was to adapt existing training shown to be effective to an electronic, accessible format and to educate more than mental health service providers. This eLearning Constellation was formed to assist with this deliverable of the NorthBEAT Collaborative.

1.2 Objectives

The primary objective of the eLearning Constellation is to guide and support the NorthBEAT Coordinating team with the development, implementation, evaluation, and adaptation of eLearning modules for multi-sectoral service providers in Northwestern Ontario. The primary objective of these online modules is that service providers will know how to recognize and appropriately intervene in early psychosis.

1.3 Core Functions

The core functions of the eLearning Constellation are:

- a) Provide guidance and feedback on development and adaptation of content
- b) Champion the integration of NorthBEAT's training modules into company/agency orientation and training processes.

2.0 Membership & Responsibilities

2.1 Members and Proxies

All NorthBEAT Collaborative members (signed or unsigned) will be invited to participate in eLearning Constellation meetings. Members are welcome to send delegates from their organization to meetings if they cannot attend themselves.

2.2 Role of Individual Members

Attendees of eLearning Constellation meetings are expected to contribute ideas and feedback. Specifically, eLearning Constellation contributions may include:



- a) Participate openly in discussions related to the online module development, implementation, evaluation or adaptation.
- b) Participate in surveys or other forms of data collection to guide Constellation activities.
- c) Review draft documents and provide feedback.
- d) Act as a liaison between Member Organization and/or related Networks and the NorthBEAT Collaborative to disseminate and/or collect information.

3.0 General / Administrative

3.1 Meeting Frequency

Meetings will take place on Tuesdays, once a month, unless otherwise specified. Two sessions will be offered (on the same day) to accommodate the schedules of members. Meetings will be up to one hour long. Calendar appointments/invitations to the eLearning meetings will be emailed to all members of the NorthBEAT Collaborative up to a month in advance. Members may be asked to complete surveys or review materials in preparation for/in addition to these meetings.

3.2 Schedule (2018/19)

- Tuesday Mar 06, 2018 @ 10am & 1pm EST
- Tuesday April 10, 2018 @ 10am & 1pm EST
- Tuesday Jun 12, 2018 @ 10am & 1pm EST
- Tuesday Nov 27, 2018 @ 10am & 1pm EST
- ~~Tuesday Jan 8, 2019 @ 10am & 1pm EST Deferred~~
- Tuesday February 12, 2019 @ 10am & 1pm EST
- Tuesday Mar 12, 2019 @ 10am & 1pm EST

3.3 Facilitation and Format

- a) Meetings will be facilitated by the NorthBEAT Coordinating team, including development and circulation of agendas prior to each meeting.
- b) Notes will be taken at each meeting and circulated upon request.
- c) Meetings will take place by teleconference. Dial in number and conference ID to be provided with calendar appointment/agenda.
- d) No quorum required.

4.0 Review

The Terms of Reference and activities of the NorthBEAT Collaborative eLearning Constellation will be reviewed annually at the end of each fiscal year. Next scheduled review: **Mar 30, 2019.**

