

TERMS OF REFERENCE:

Consultant to Design and Lead a Workshop on Supporting Informed Choice around Vaccination

Please note that because this activity will take place in English, and requires fluent written and spoken English, this Terms of Reference is available only in English.

Technical Activity: The Canadian Association of Midwives (CAM) wishes to recruit one technical expert consultant to design and deliver a ninety-minute interactive workshop to build midwives' skills in talking about vaccination with their clients. The workshop is intended to build midwives' capacity to support informed choice, a guiding principle of midwifery, in the context of vaccination.

Timeframe & Location: Workshop to be designed and submitted to CAM for review by September 1. This work can take place remotely (where you are located). Workshop to be delivered in person at CAM's Annual Conference, held in **Halifax, NS, October 23-25**. Please note you must be available to travel to Halifax at this time (all travel costs covered).

A. INTRODUCTION TO PROJECT CONTEXT:

CAM is currently leading a project entitled *Midwives and Vaccination: Delivering evidence-based care*, funded by the Public Health Agency of Canada (PHAC). The National Aboriginal Council of Midwives (NACM) is a partner on this project. The project has two objectives:

1. Increase capacity of midwives to provide their clients with information and support on vaccines; and
2. Increase demand for vaccination among midwifery clients.

Project activities will include research into midwife and midwifery client needs around vaccination, the development of a CAM Position Statement on vaccination, and the development of resources for clients and midwives on vaccination, including this workshop. This is a one-year project, running from April 2019 to March 31, 2020.

B. GOALS AND OBJECTIVES:

Goals: The workshop will provide information on informed choice and vaccine hesitancy and concrete skills to enhance midwives' capacity to initiate discussions on these topics and to provide information in a non-judgmental and evidence-based manner. It will include consideration of harm reduction principles, active listening, trauma-informed care, and cultural safety. In developing the workshop, the consultant will engage with existing best practice in this domain including through contacting the Centre intégré universitaire de santé et de services sociaux de l'Estrie – Centre hospitalier universitaire de Sherbrooke (CIUSSS de L'Estrie - CHUS) to discuss their Promovac project, and examining the Canadian Pediatric Society "Education Program for Immunization Competencies," as well as assessing other existing resources on this topic.

This workshop will build midwives' capacity to support their clients' informed choices around vaccination. This workshop will be guided by the Canadian midwifery model of care core principle of informed choice. According to CAM's [Position Statement on the Midwifery Model of Care](#), "midwives recognize the right of each person to be the primary decision maker about their care.... Informed choice requires cooperative dialogue and encourages shared responsibility between client and midwife or midwives. Midwives share their knowledge and experience, provide information about community standards, and offer evidence-based recommendations. Midwives encourage clients to actively seek information and ask questions throughout the process of decision-making. Midwives recognize and respect that clients will sometimes make choices for themselves and their families that differ from their midwife's recommendation and/or community standards. In such circumstances, midwives will continue to provide access to the best possible care." **The main focus of this workshop will not be on vaccination information, but on supporting challenging conversations around vaccination.**

Rationale: Research demonstrates that factors other than lack of information can cause clients to be vaccine hesitant. Midwives therefore need skills to have supportive conversations from the frameworks of harm reduction, non-judgemental support, trauma-informed care, and cultural safety. In addition, midwives have identified that they lack confidence or capacity to discuss vaccines with clients; this workshop will remedy this skill gap.

Objectives:

The post's objectives are:

1. Design a ninety-minute interactive in-person workshop for midwives on informed consent and vaccination. This should consist of a short (2-10 page) written *Facilitation Manual*, which will be submitted to CAM.
 - a. Design initial draft of *Facilitation Manual* and submit to CAM for approval. The workshop should include a brief presentation by the expert consultant, as well as interactive activities for participants.
 - b. Revise based on any comments from CAM.
 - c. Submit final draft for approval.
2. Deliver ninety-minute workshop at CAM Conference, October 2019.
 - a. CAM will design a workshop evaluation which will be distributed to participants at the conclusion of the workshop.
 - b. Expected number of participants is 25.
3. Complete one debriefing call with CAM staff (45 minutes to one hour), offering lessons learned from the workshop and suggestions for revision.

Note: After to the completion of this Workshop (*Facilitation Manual*), CAM will make the materials available on our website, and have them translated into French. The workshop will also be delivered via webinar. The consultant is not responsible for these aspects of the activity.

This workshop will be delivered in English and therefore French language skills are not required. The workshop will be translated and made available in French following the workshop delivery.

C. SCOPE OF WORK

1. Workshop design
 - a. The consultant will research existing workshops and trainings on vaccine hesitancy;
 - b. The consultant will research existing workshops and trainings on informed consent in healthcare contexts;
 - c. The consultant will identify necessary and relevant information and skills to be conveyed to the participants;
 - d. The consultant will define specific learning objectives for the workshop;
 - e. The consultant will design a contextualizing presentation for the participants, and a series of interactive activities for the workshop.
2. Workshop review
 - a. The consultant will submit the workshop draft to CAM by September 1, 2019.
 - b. CAM staff and volunteers will review and provide comments for revision by September 15, 2019.
 - c. The consultant will revise as needed and submit the final version by October 1, 2019. This version will be submitted electronically as a Word document.
3. Workshop delivery
 - a. CAM staff will be responsible for promoting the workshop and managing registration. CAM staff will inform the consultant of the number of participants in advance to the best of their abilities.
 - b. The consultant will travel to the CAM Conference, to be held October 23-25, 2019, in Halifax NS. CAM will cover all travel costs as per CAM's travel policies – flight, ground

transport to and from airport, accommodation in conference hotel, and per diems according to National Treasury Board rates. CAM will be responsible for making all travel arrangements and all travel costs must be pre-approved by CAM.

- c. The consultant is not obliged to attend or stay for the entire conference; they only need to be present for the workshop date (to be confirmed).
 - d. CAM staff will prepare a workshop evaluation and ensure it is completed by participants.
4. De-brief
 - a. In the month following the workshop, CAM staff will contact the consultant to arrange a short debrief telephone call, where the consultant will provide advice for any needed revisions based on the experience of the workshop.
 5. Next steps
 - a. CAM will be responsible for translating the workshop into French, posting it on CAM's website, and running one webinar on it. The consultant does not have to participate in this process.

D. DELIVERABLES

1. First draft of workshop in the form of *Facilitator's Manual*, which includes complete workshop plan, facilitator prompts, and description of interactive activities. Word document.
2. Revised draft of workshop, based on comments from CAM.
3. Workshop delivery, in-person.

E. ADDITIONAL INFORMATION:

1. Parties involved – during the assignment, collaboration will occur between the following:
 - a. Consultant
 - b. CAM staff, including but not limited to Program Manager, Clinical Knowledge Translation, and Indigenous Health Promotion Coordinator;
 - c. Midwifery Expert Committee/Working Group on Vaccination.
2. Resources available:
 - a. CAM staff will be available to provide information about the project context.
 - b. CAM will manage promotion of and registration for the workshop.
 - c. CAM will manage travel logistics, including booking flights and accommodation, and reimbursing approved expenses.
 - d. On location in Halifax, CAM staff will support workshop logistics (printing of materials, registration, evaluation forms).

Consultant will be responsible for leading on all assignment logistics, in line with CAM and donor policies, procedures and requirements and as outlined in the consultant contract. This includes preparing expense reports, and invoices, and submitting materials according to the deliverable schedule.

The consultant will be required to use their own laptop. No laptop or computer will be provided by the project.

F. TIMEFRAME AND DELIVERABLES:

Activity	Deliverable	Location
Development of workshop	Workshop document (Facilitator Manual)	Remote
Revision of workshop	Finalized Workshop document (Facilitator Manual)	Remote
Delivery of workshop	Workshop delivered to 25 midwives	Halifax, NS
Debrief phone call	Informal report of suggested revisions to workshop based on experience	Remote

G. REMUNERATION

As full compensation for the services rendered pursuant to this Agreement, the Contractee shall pay the Consultant a maximum amount of \$ 3,000 CDN. This amount should include all relevant taxes (GST/PST/HST) and expenses incurred in the preparation of deliverables. Travel costs (flight, ground transport, and accommodation) for the CAM Conference in Halifax will be covered, but the consultant must not incur any costs without explicit prior approval from CAM.

H. SKILLS AND ABILITIES

The selected consultant should have the following skills and professional experience:

- Demonstrated experience in designing and delivering interactive trainings, preferably to healthcare providers;
- Experience supporting healthcare providers in their client interactions (preferable experience in training healthcare providers in these skills);
- Strong understanding of informed consent and cultural safety in healthcare contexts;
- Understanding of principles of harm reduction and trauma-informed care as well as cultural safety;
- Basic understanding of vaccination (advanced technical understanding of vaccination is not necessary);
- Basic understanding of midwifery model of care and scope of practice;
- Proven ability to use MS Word.

I. APPLICATION INSTRUCTIONS

- Please submit a cover letter and CV to rsandwell@canadianmidwives.org
- Please send cover letter and CV in one single PDF document with your name as the title
- In the cover letter, please address how you meet the qualifications described above. Please also provide a one paragraph description of your preliminary ideas for how you would approach the workshop design.
- Please address any questions to Rachel Sandwell, rsandwell@canadianmidwives.org
- **Deadline to apply is July 22, 2019.**