



The Canadian Task Force on Preventive Health Care (Task Force) is seeking to identify potential candidates for the **Chair position** <http://canadiantaskforce.ca/>.

The Task Force is a well-known panel of experts skilled in primary preventive health care, critical appraisal, evidence review methods and the application of evidence in clinical decision making with an international reputation for the development of independent evidence-based guidelines for primary care practitioners. We volunteer our time and expertise for a four-year term to contribute to the development and promotion of these guidelines. The Task Force is the primary source of evidence-based clinical practice guidelines in the area of preventive health care in Canada.

Since its re-establishment in 2009, the Task Force has published many clinical practice guidelines for primary care practitioners on screening for breast cancer, Type 2 diabetes, hypertension, cervical cancer, depression in adults, prostate cancer, prevention and management of adult and child obesity, colorectal cancer, lung cancer, tobacco and children, hepatitis C, impaired vision, and, most recently, asymptomatic bacteriuria in pregnancy and thyroid dysfunction.

Interested candidates for the Chair's position with experience and skills in any of the areas listed below should highlight them in their nomination materials.

Applicants must have no substantial conflicts of interest, whether financial, professional, or intellectual that would impair the scientific integrity of the work of the Task Force, and must be willing to complete regular conflict of interest disclosures.

Nomination material should include:

1. The applicant's current curriculum vitae
2. The applicant's contact information, including mailing address, and email address.
3. A covering letter explaining how you meet the qualification requirements and how you would contribute to the Task Force. (See annex A)
4. Three reference letters that will support your nomination and can vouch for the qualification requirements.

Please send your complete nomination package to Chantal Plante, Business Manager, Public Health Agency of Canada by e-mail at [chantal.plante@canada.ca](mailto:chantal.plante@canada.ca) **before May 31, 2020 and, please note that this date could be under review in light of the COVID-19 pandemic.** A Selection Committee will review these submissions according to the attached criteria. A candidate will be recommended for appointment and will be approved by the Chief Public Health Officer, Public Health Agency of Canada and the Executive Director of Professional Development and Practice Support for the College of Family Physicians of Canada.

Thank you for your assistance.

Sincerely,

Brett Thombs, PhD



Chair, Canadian Task Force on Preventive Health Care

**Appendix A**

### **Qualifications requirement for Chair**

- Expertise in disease prevention and health promotion of children and/or adults;
- Experience with systematic reviews, their methodology and their application to clinical decision-making and/or policy;
- Experience in guideline production;
- Ability to be rigorous but open-minded when reviewing and interpreting scientific evidence and associated recommendations;
- Ability to work collaboratively with peers;
- Strongest consideration will be given to individuals who are widely recognized for scholarly leadership within their fields of expertise;
- A background in family practice will be considered an asset
- A recognized leader;
- Excellent skills in consensus building, negotiating, and conflict resolution;
- Comfort speaking on behalf of the Canadian Task Force on Preventive Health Care in public venues.

### **Role and responsibilities of the Chair**

The Chair will be appointed to serve a four-year term with an option for renewal.

The Chair of this arms-length body of up to 15 primary care and prevention experts in disease prevention and primary care will lead the development of recommendations considered the “gold standard” for clinical preventive services. This important work of the Task Force is profiled at key conferences and released in various medical and media venues.

The Chair is the public face of the Task Force and will provide strategic direction going forward.

### **Chair responsibilities include:**

- Providing leadership to overall process and facilitating meetings;
- Overseeing and ensuring scientific rigor and integrity of Task Force review process;
- Leading and facilitating the process for prioritization of review and update topics;
- Leading and facilitating the process to formulate recommendations on preventive services;
- Acting as main link to Task Force, and other external relationships;
- Guiding the continued development of review methodology and links to dissemination and knowledge transfer strategies;
- Participating in the selection process for new Task Force members;



- Overseeing, with assistance from support staff, activities and events between meetings;
- Facilitating and managing interactions and relationships among Task Force members;
- Chairing three two-day meetings per year;
- Undertake the review, planning, feedback and communication between meetings.
- **Managing a Contribution Agreement**