



The Canadian Task Force on Preventive Health Care (Task Force) is seeking to identify potential candidates for the **Vice-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, asymptomatic bacteriuria in pregnancy, thyroid dysfunction and, most recently, esophageal cancer.

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 appendix 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 January 31, 2021**. 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 Vice-Chair

#### Vice-Chair responsibilities include:

- Supporting the Chair in its role, and if the Chair is incapacitated or resigns, the Vice-Chair will de facto replace the Chair in its responsibilities until a new Chair is appointed.

#### Qualifications requirements for Chair/Vice 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;
- Ideally, be 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 Task Force in public venues.

\*Note: The Chair, Vice-Chair or both should be a family physician and member of the College of Family Physicians of Canada (CFPC).

#### Strongest consideration will be given to individuals who:

- Are well networked within the healthcare sector and public health and are recognized nationally or internationally for scientific leadership within their field of expertise;
- Have presence and excellent interpersonal and communication skills to champion the rigor behind the methodology and scientific approach;
- Have proven ability to encourage consensus and collaboration among members of working groups, committees or boards;
- Have successfully facilitated and developed evidence-based guidelines and recommendations



The Chair of the CTFPHC is the public face of the CTFPHC and provides strategic direction. The Vice Chair provides support to the Chair in these roles as needed.

The time commitment for the Vice-Chair position will vary depending on guidelines under development but overall a 0.25FTE time commitment can be expected.

**For information:**

**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**