

Canadian Children's IBD Network (CCIBDN) Membership Guidelines

Preamble

WHEREAS it is desirable to create a network of researchers, clinicians and other professionals providing care to children with inflammatory Bowel Disease to facilitate the discovery and integration of such knowledge into Canadian clinical practice to improve the care of children and adolescents with Crohn's disease and ulcerative colitis;

THEREFORE, the following set of principles is created:

1. Individual Membership

1.1: Health care providers (i.e., MD, PhD, PA, RN/LPN/RPN/NP, RD, RSW/PSW, RPh) with Canadian licensing and accreditation who currently provide care or have previously provided care for children and adolescents with inflammatory bowel disease (i.e., Crohn's disease, ulcerative colitis, IBD-U) in Canada are encouraged to apply for individual membership.

1.2: Health care researchers (i.e., Basic and Clinical Scientists/Investigators) who currently or have previously undertaken research at any of the accredited Canadian universities on topics related to inflammatory bowel disease are encouraged to apply for individual membership.

1.3: Individual members will be expected to be active in CCIBDN which may be accomplished through participation on Network Sub-Committees, seeking nomination to lead such Committees, and seeking nomination to the Executive Committee. Active participation in CCIBDN may also be inclusive of other activities such as leading a Network-affiliated presentation (e.g., CCIBDN educational event, CCIBDN general meeting, at a research meeting) or publication.

1.4: Individual members are encouraged to participate in Network votes, attend annual general meetings and educational events, and utilize any CCIBDN published materials as appropriate. CCIBDN credit would be expected for use of educational or other materials produced through efforts of CCIBDN.

1.5 Individual members are encouraged to identify themselves as being members of CCIBDN.

1.6: Individual Membership applications will be accepted annually for review and majority approval by the Executive committee. Continuation of a CCIBDN individual membership after 7 years will follow an individual member's expressions of interest to continue as a member (through submission of Individual Membership Application Form), an Executive Committee review and re-approval.

2. Trainee Membership

2.1: Student trainees (i.e., MD Fellows, Post-doctoral candidates, PhD candidates, MSc candidates) and Health Care Professions students (Medicine, Nursing, Dietician, Pharmacy, Social Work, Physician Assistants) learning to provide care and/or undertaking research involving children and adolescents with Crohn's disease or ulcerative colitis at a Canadian University are encouraged to apply for Trainee Membership.

2.2: Trainee members are encouraged to attend and may be invited to present their work at CCIBDN general meetings and educational events.

2.3: Members in this category may identify themselves as being Trainee Members of CCIBDN.

2.4: Trainee membership applications will be accepted annually for review and majority approval by the Executive committee. Upon approval, the trainee membership will continue for the duration of their studies.

2.5: Following successful completion of their studies AND continuing their work in Canada, trainee members will be required and encouraged to apply for individual membership.

3: Site Membership

3.1: A Canadian pediatric medical center may apply for designation of CCIBDN Site Member. This additional category is cognizant of the additional responsibilities of the CCIBDN to Site members and inclusion into CCIBDN-sponsored grants and projects.

3.2: To attain Site Membership, there are criteria that should be fulfilled on an ongoing basis that include but are not limited to the following

3.2.1: A Site membership will require an individual (may be more than a single person) to be the Site Director. All Site Directors must have an active individual membership.

3.2.2: A Site membership in good standing is inclusive of the majority of the following responsibilities

- Participation in recruitment in one or more CCIBDN sponsored studies
- Collection of CCIBDN sponsored study elements (i.e., data, biosamples), as appropriate
- Timely submission of CCIBDN sponsored study elements
- Accurate submission of CCIBDN sponsored study elements
- Timely responses to CCIBDN study element queries
- Timely submission to their respective Review Ethic Board for multicentre CCIBDN sponsored studies, as appropriate
- Timely submission to CCIBDN Central National Coordinating Centre of ethics and contract approvals

- Timely submission to their respective Contracts office for multicentre CCIBDN sponsored studies, as appropriate
- Acknowledgement of CCIBDN support that allowed for CCIBDN and site-directed research activities

3.3: Site Membership applications

3.3.1: Will initially be reviewed by the Executive committee. Request for additional information may be requested by the Executive Committee to ensure site responsibilities are addressed.

3.3.2: A Site Application will then be submitted to the leads/co-leads of the standing sub-committees listed in section 3.3.3 for review. Further clarification of the application may be requested by the leads/co-leads within 2 weeks with responses expected from a site within subsequent 2 weeks.

3.3.3: Votes to be cast will be inclusive of

- Basic & Translation Research Committee (2 votes)
- Clinical Care & Research Committee (2 votes)
- Data Management & Integration Committee (1 vote)
- Educational Committee (2 votes)
- Health Services Research Committee (1 vote)
- Patient Engagement & Advocacy Committee (1 vote)
- Training & Mentorship Committee (1 vote)
- Executive Committee (3 votes)
- National Project Manager (1 vote)

3.3.4: An anonymous vote will be taken at a subsequent Steering Committee Meeting for approval of an application. A 75% majority approval is required for recommendation of Site Approval

3.3.5: CCIBDN Site membership will allow identification of such designation at the individual site center.

3.3.6 Continuation of a CCIBDN Site Membership after 5 years will follow a Site Director's expression of interest to continue as a Site Member (through submission of Site Membership Application Form), a Steering Committee review and re-approval.