

# Oregon Injury Community Planning Group

## Policy Subcommittee

### Terms of Reference

#### **Injury Community Planning Group (ICPG)**

In an effort to address the issue of injury in Oregon, Oregon Public Health Division works with key partners across the state to develop, implement, and maintain the Statewide Injury Prevention and Control Plan. The ICPG are committed partners working together, volunteering time, expertise, and strategic planning resources with the Injury and Violence Prevention Program.

**The Policy Subcommittee** is a workgroup created from the existing Safe Kids Advisory Board Policy Committee, ICPG members, Safe Kids Portland Metro members, advocates and interested professionals. The Subcommittee leads the efforts around injury policy and reports to the ICPG.

#### **Subcommittee Purpose & Objectives**

This workgroup will identify two policy priorities that will align with the larger ICPG identified priorities (suicide, motor vehicle traffic, prescription drug overdose/poisoning, falls, child maltreatment). The Policy Subcommittee will identify best practice and/or evidence based policy strategies and develop a strategic plan for each of the two priorities. The strategic plans will include logic models, action plans, and evaluation plans. The Policy Subcommittee will also have a legislative team that will monitor bills and policies that affect injuries to Oregonians during legislative sessions. In addition, this team will organize Safe Kids Day at the Capitol during legislative session. The Policy Subcommittee will report activities at the ICPG meetings three times a year.

#### **Policy Subcommittee Objectives:**

- Support the priorities of the Oregon Injury Plan.
- Advocate and use best practice in addressing injury prevention policy activities
- Use sound data and indicators in order to inform policy
- Disseminate relevant information
- Identify two policy priorities and produce strategic plans for implementation
- Provide a forum for monitoring and discussing injury-related bills and policies

#### **Chairs and Leads:**

The Policy Subcommittee is co-chaired by two Chairs. Co-chairs will attend ICPG meetings and provide written report on Subcommittee activities and attend the Safe Kids Oregon Advisory Board meetings as well.

Two leads will be identified within the membership, a Policy Team lead, and a Legislative Team lead. The Policy Team lead will provide leadership to produce the two policy strategic plans along the timeline set by the VIPP grant coordinator.

The Legislative Team lead will provide leadership in monitoring legislative bills related to injury and

hosting Safe Kids Day at the Capitol in 2013 and 2015. Safe Kids Day at the Capitol is an opportunity for injury prevention advocates to educate executive branch leadership to ensure the best available science is included in policy approaches to preventing injuries and violence.

**Work Group Decision Making Process:**

The ICPG Policy Subcommittee will make decisions by reaching consensus. Consensus is the cooperative development of a decision that is acceptable enough so that all members of the group agree to support the decision. Consensus means that each and every person involved in decision-making has veto power. However, consensus does not require that everyone agree with the outcome; no vote is taken. Consensus does require that participants have sufficient time to express their opinions and can be moved to the point where they are ready to accept the group's general agreements. One caveat exists to the consensus building approach: Participants must agree at the outset how the decision will be made if the group fails to come to consensus.

**Work Group Communication**

- Meetings will be held bi-monthly on the second Tuesday of even months from 11-12:45 at Meridian Park Hospital, Health Education Center.
- Work will be accomplished by conference calls or face-to-face meetings.
- Co-chairs and Team Leads will be responsible for convening the meetings, drafting the agendas, coordinating the work, creating and distributing a meeting summary, and preparing the recommendations and updates to the ICPG.
- Core VIPP Grant Coordinator will provide staff support.