



Functional Electrical Stimulation Cycling Community of Practice Terms of Reference

1. Purpose

We aim to bring together a network of individuals to advance functional electrical stimulation (FES) cycling for spinal cord injury (SCI) rehabilitation, exercise, and sport as part of an interprovincial Community of Practice (CoP). This CoP will initially include people from Alberta or Saskatchewan. However, we will host national and international speakers. This group represents the first step towards development of a national FES cycling CoP.

2. Objectives

There are three main objectives:

1. To improve knowledge and confidence of practicing health care providers about FES cycling by sharing expertise through a webinar series and a mentorship program.
2. To speed up access to FES cycling for individuals with SCI by addressing barriers such as lack of awareness, limited funding, and restricted equipment availability by creating social media presence and organizing an FES cycle-a-thon.
3. To facilitate the exchange of evidence-based tools, research, training opportunities, and practical strategies through an online discussion board.

3. Term

These terms of reference will be in effect from May 15th 2025 and will be ongoing until terminated by agreement between the parties.

4. Eligibility and Membership

All persons demonstrating an interest within the field of FES cycling for SCI rehabilitation, exercise, or sport are eligible to participate. Currently the focus is on interprovincial membership from Alberta and Saskatchewan.

5. Meetings

- Steering Committee meetings will take place about every two months online
- All-member meetings will take place about every two months online
- Meeting time will be revisited with the time change
- All meetings will be chaired by Hope Jervis-Rademeyer, University of Saskatchewan or designated alternate from the Steering Committee
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

- Meetings will follow the terms of a “brave space” according to consensus from all members (i.e., members can engage on their own terms how they feel comfortable through chat, raised hand, camera on or off etc.)
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members

6. Roles and responsibilities

a. Steering Committee

- Is to be representative and include diverse group members such as persons with lived experience, clinicians, researchers, funders, and decision-makers. Ideally in a mix of both junior and senior roles representing both hospital-based and community-based organizations
- Overall responsibility for ensuring the group achieves its purpose and objectives effectively and efficiently
- Coordinates meetings and contribute to discussion.
- Facilitates the sharing of information between members of the CoP; tracks activities, progress, and project updates and relays this information to the larger group.
- Coordinates evaluation

b. Administration (supported by research coordinator/assistant)

- Supports the Steering Committee and provides administrative support to the COP in pursuit of its purpose and objectives
- Organizes meetings, set up the technology needed, and takes minutes
- Circulates agendas and papers
- Prepares and maintains records

c. Members

- Attend CoP meetings
- Bring their knowledge and experience
- Participate fully in the exchange of information and bring forward relevant suggestions and opportunities
- Consider ideas raised and provide strategic guidance and input
- Seek input from and relay information to respective organizations and networks
- Contribute to (and/or take the lead on) projects/initiatives of interest
- Collaborate to mobilize resources to support relevant projects that advance the initiative (e.g. pursuit of collaborative funding applications, facilitating engagement of Persons with Lived Experience and other key experts in research and dissemination activities, engaging students, etc.)
- Provide timely comment on draft meeting records, papers and submissions
- Each member of the CoP can work on any FES cycling project they desire if they have the needed funding and resources. We would ask that these projects get brought up to the steering committee and the CoP as a whole to encourage inclusiveness and to keep everyone informed

7. Evaluation

Effectiveness of the group will be assessed after 1 year by the means of processes such as an electronic survey, collated, analyzed and a report posted/distributed for discussion by COP members.

The following will be assessed:

- the range and number of participants;
- level of participation
- member satisfaction with the COP and perceived value over the stated period
- opportunity to provide input for future direction and projects

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Steering Committee Members.