

**NSW ADULT SPEECH PATHOLOGY CRITICAL CARE & TRACHEOSTOMY
DISCUSSION AND EVIDENCE BASED PRACTICE (EBP) GROUP
TERMS OF REFERENCE
2024**

Introduction

The NSW Health Speech Pathology Tracheostomy and Critical Care Discussion and EBP Group was established in 2002 through the Sydney Speech Pathology Managers Group. The group acts as a platform for discussion, peer review, as well as the incorporation of evidence based practice for Speech Pathologists who have experience in critical care and tracheostomy management and/or are currently working in the critical care setting. This group is part of the Speech Pathology EBP Network.

The specific aims of the group include:

- To share information between hospital sites re developments and issues in critical care and tracheostomy management
- To review and critique literature and evidence in critical care and tracheostomy management
- To provide a forum for peer support, guidance and reciprocal education
- To exchange and foster ideas, for example: clinical guidelines, education projects, quality improvement and research
- To review best practice and common procedures in critical care and tracheostomy management
- To provide the opportunity to conduct multi-site research, including benchmarking activities through the collection of Performance and Clinical Indicators related to tracheostomy management including E4BP data collection
- To implement and conduct translational research in a group setting
- Facilitate education and support through education workshops (e.g. Tracheostomy Education Day) and via moderation of the Google Groups Speech Pathology critical care and tracheostomy list serve

Operation

The meetings will operate to an agenda. The agenda will be written and sent out by the delegated meeting chair at least one week prior to the upcoming meeting and will include a request for any additional agenda items.

The chair at each meeting will rotate between group members. Minute taker and person responsible for discussion topic/case presentation will be allocated via a roster that will be created in the February meeting each year.

If a member cannot attend the meeting when they are rostered to take minutes or presenting the discussion, they are responsible for arranging to swap with another person on the roster.

Minutes and other documents pertaining to the group will be circulated to the group within a fortnight of the meeting.

Nominations may be sought for the Leader/s of the group as required. This position will be held for the following year, for duration of at least one year.

At the first meeting of the year, a contact list will be developed and should then be updated as required at each meeting.

Membership

If you are a Speech Pathologist in NSW/ACT with recent or current experience working in critical care and/or tracheostomy, you are encouraged to attend. All members will be expected to participate in the discussion component of the meeting. In addition, participate in the EBP part of the meeting if this is being incorporated.

All members are required to attend or teleconference in for a minimum of three meetings each year with the responsibility of sharing information to colleagues in their respective Speech Pathology departments as required. Membership is granted to the individual clinician not to their respective site and therefore attendance by a representative on behalf of a member is not admissible. There can however be multiple members from a site who may share active duties for example: in instances where staff work part time.

Student Speech Pathologists are required to only attend the meetings with their Clinical Supervisor as appropriate.

Ways of working/Responsibilities of each member

Each member is expected to 'actively' participate in the group; this includes involvement in group discussions, volunteering for case discussions, assistance with any CAPs/CATs, and inclusion in the chair and minutes roster. Member/site attendance and participation will be reviewed at the beginning of each meeting.

Meetings

Meetings will be coordinated by the rotating chair.

Meetings will not be run with fewer than five sites or 50% of members attending.

The NSW Adult Critical Care and Tracheostomy Discussion and EBP group will meet four to six times annually. The meeting dates will be set at the first meeting of each year (February meeting) and will be decided to suit the majority of members including option to alternate days of the week

Meetings will be held from 2pm to 3.30pm. Meetings will take place remotely via Microsoft Teams. Face to face meetings maybe arranged on a needs basis determined by the group. Face to face meetings will take place at Concord Hospital as able/coordinated.

One Drive

Resources, agendas, minutes, TOR, member lists etc are available on SharePoint. Access can be gained by another member of the EBP group granting access online.

Terms of reference initially developed by the NSW Adult Tracheostomy and EBP group in 2006 and is reviewed annually.

Last updated: February 2024.