



NSW Speech Pathology Evidence Based Practice Network

March 2006

Terms of Reference

Objectives

The Speech Pathology NSW Evidence Based Practice Network, was established with the following objectives:

To form a network of Speech Pathologists to share the task of evidence based practice (EBP) in a collaborative forum. Its primary objective is to facilitate opportunities for speech pathologists in NSW to learn together; share responsibilities in collecting evidence based data, and cooperatively evaluate its practical application to clinical practice. Further, it seeks to facilitate the process of answering relevant and meaningful clinical questions thereby positively impacting speech pathology clinical practice.

This will be achieved by working in a structure that permits task sharing, joint problem solving and the production of practical and applicable information to share.

It additionally aims:

1. To enhance accessibility of relevant evidence based literature to speech pathologists in NSW by the provision of leadership and training.
2. To foster a culture of evidence based practice within the speech pathology profession.
3. To provide a forum for NSW speech pathologists to share current work in this area.
4. To provide information of high clinical relevance to clinicians.

Rules

Membership

Steering Committee

The EBP Network will be led by a Steering Committee comprising of at least three members. In the event a Committee member is not able to continue their role, replacement members must be endorsed by the remaining members of the Steering Committee.

The Steering Committee will be responsible for coordinating all activities and information generated from the EBP Network. All data and information collated by the clinical groups must be directed to the membership via the Steering Committee. This will ensure consistency of approach and uniformity of information throughout the groups. The Steering Committee will provide a minimum of two EBP workshops per year and support clinical group leaders. They will provide regular written reports to the NSW Area Advisers Meeting and Metropolitan Managers Meeting to disseminate information. Maintenance and revision of the website is also required.

Leaders

There are currently leaders for 7 clinical subgroups. In the event a leader is not able to continue their role, replacement leaders must be nominated and supported by the subgroup and endorsed by the Steering Committee. Groups may be co-led.

Leaders are responsible for ensuring all group members participate in training (see education).

They are also responsible for feedback from their subgroup to the Steering Committee by attending regular leaders meetings. This will include provision of a progress report, and provide electronic copies of completed CATs. Leaders are also asked to maintain a central database of members, record of their groups' activities and any articles used.

It is the leaders responsibility to promptly disseminate any information provided by the steering committee intended for members via email.

Participants

Participants are asked to actively participate in the activities coordinated by the group leader. This may involve brainstorming a clinical question, reading and evaluating articles and electronically completing CAP and CAT forms.

Feedback from participants regarding the subgroups is encouraged, and must be directed via the group leader back to the Steering Committee. If there is a concern with a Leader, participants are asked to contact a member of the Steering Committee.

Groups

Groups are not limited in size, but for the purposes of effective participation, group size may be restricted at the discretion of the group leaders. Private practitioner members are welcome but must have undertaken the necessary training.

All new subgroups must be approved by the Steering Committee. Clinical groups may also be affiliated with external interest groups, for example the Tracheostomy Interest Group.

Membership to the network is only permitted for fully qualified speech pathologists. Students are welcome to attend group meetings with their clinical supervisor only during their clinical placement.

Admission to membership

New members are required to undertake EBP training (see training) prior to be actively involved in a clinical group. Participants are welcome to contribute to more than one group.

Cessation of membership

Former participants are asked to inform their group leader should they choose to withdraw from involvement in the EBP network. This will ensure up to date participant records.

Education

Training

All participants must undertake mandatory training in EBP using the EBP manual and/or attending the workshop. While it is acknowledged that many participants will have already undertaken some form of training, this approach aims to ensure a consistency of approach across subgroups.

For those participants unable to attend face-to-face training, a self-study package has been developed which must be completed prior to joining their group of interest and is up to the discretion of the group leaders in question.

It is strongly advised for new members to attend a CIAP and/or an advanced CIAP training session to assist with searching.

Finance

Any income or property of the EBP Network shall be applied solely towards the promotion of the EBP Network as set forth in the objectives.

Meetings

The Steering Committee shall meet a minimum of four times per year. It is recommended that clinical groups meet quarterly.

The Steering Committee will meet with group leaders biannually.

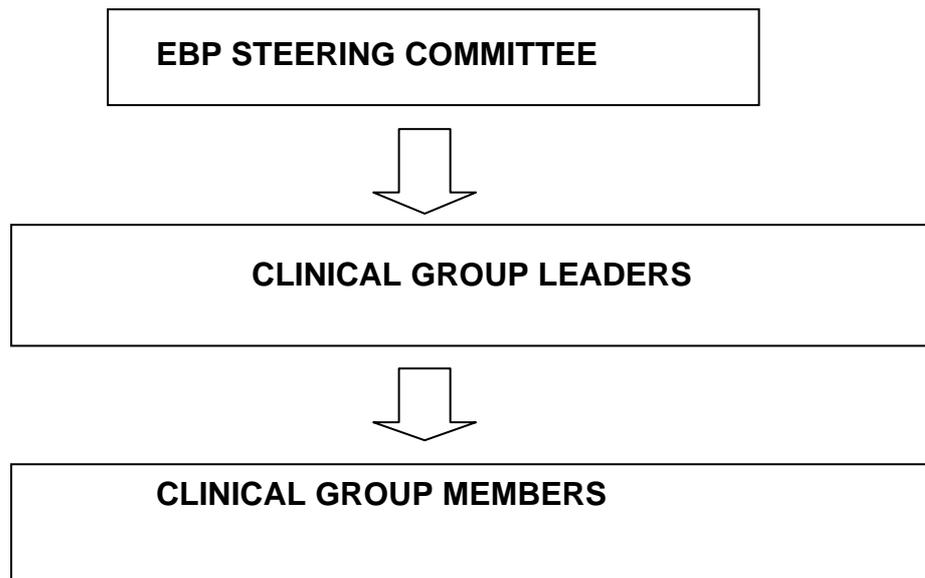
Publications

The Steering Committee maintains full copyright entitlements of the EBP Training Manual. No forms or papers shall be altered or added without the knowledge and approval of the Steering Committee. It is the responsibility of the Steering Committee to maintain and update the Training Manual as required, incorporating feedback from the clinical groups.

Issues of dispute

All group leaders and participants are asked to contact a member of the Steering Committee if issues of contention or dispute arise in the clinical groups, which cannot be initially resolved by way of group consensus. Any conflicts of interest must also be directed to the Steering Committee.

ORGANISATIONAL STRUCTURE



ENDORSED BY THE NSW SPEECH PATHOLOGY EBP NETWORK STEERING COMMITTEE