



TERMS OF REFERENCE

Introduction

The Speech Pathology Adult Swallowing EBP group has existed in its current form since March 2007. It forms a part of the NSW Evidence Based Practice Network.

From the launch of the EBP network in 2002, adult swallowing issues had been looked at as part of a general Adult Swallowing and Communication Group. In March 2007, this group was divided into 3 separate groups (Adult Swallowing, Adult Speech and Adult Language) to enable a more specific focus on each of the three areas.

The Adult Swallowing EBP group involves formal and informal liaison between hospital Speech Pathology departments and private practitioners in NSW** and academic links, and strives to continue best practice based on Evidence Based Practice.

The specific aims of the group include:

- To maintain a group culture of honesty, accountability and clear communication
- To share information between workplaces regarding issues and developments in dysphagia management
- To review current literature and evidence in dysphagia management
- To provide a forum for peer support, guidance and reciprocal education
- To exchange ideas e.g. clinical guidelines, QI projects, education projects
- To review best practice and common procedures in dysphagia management
- To provide the opportunity for the potential to conduct multi-site research including benchmarking activities through the collection of Performance and Clinical Indicators related to dysphagia management
- To facilitate education and support through education workshops and guest presenters

Operation

The meetings will operate to an agenda. All agenda items should be forwarded to a group leader one week prior to meetings in order to compile agenda to be distributed in a timely manner

The group will include at least one allocated 'group leader', who will be responsible for chairing meetings. Other members may be responsible for leading specific meetings depending on previous discussions.

Taking of minutes will be rotated between members, or allocated at the discretion of group leaders.

Time will be allocated as per the agenda.

Minutes will outline actions which members are accountable for. It is each member's responsibility to review minutes once distributed.

Each year at the first meeting, an active contact list will be developed and updated as required at each meeting. This is to monitor attendance/contribution. From this, inactive members can be identified for reconsideration of active membership as discussed in the first EBP leaders meeting each year.

Membership

All members should be currently working in NSW** with adults presenting with dysphagia in their workplace (or be involved academically in adult dysphagia research/teaching as is the case for academic link/s to the group). For clinicians not currently working in a caseload of patients with dysphagia, there will be opportunities to access clinical information via the EBP Network website.

Members are required to actively participate in EBP activities, including:

- Regular attendance of meetings (via teleconference due to COVID restrictions)
- Active participation in group discussion and input into generating clinical questions and hot topics
- Literature searching
- CAP (Critically Appraised Paper) & CAT (Critically Appraised Topic) completion and discussion about integrating the findings into clinical practice
- Active involvement via electronic forums for online discussion and article dissemination

All active members should attempt to attend all meetings each year. At minimum, attendance of at least 3 meetings per year is required to maintain 'active' member status. If attendance at any meeting is not possible, apologies should be forwarded to a group leader prior to the meeting.

There will be no *inactive* members to this group. Speech Pathologists interested in keeping up to date with the group's activities but not being an active member can do so through the EBP Network website.

Student Speech Pathologists are only eligible to attend meetings with their CE (Clinical Educator) as appropriate.

Meetings

The NSW Adult Swallowing EBP group will meet at least 4 times annually. Meetings will be scheduled prior to the initial meeting of the year. The dates will usually coincide with the Dysphagia Interest Group. Additional meetings may be organized by group leaders if required. In 2022, the group will aim to hold 6 meetings.

The meetings will be held from 2.00pm to 3.30pm over teleconferencing due to COVID restrictions, prior to the Dysphagia interest Group, and also from 2.00pm to 3.00pm the following Tuesday. Group leaders will be responsible for organising the teleconferencing link. Teleconferencing will follow the procedure outlined in the teleconferencing guidelines.

RSVP to meetings

Group members are to reply to a leader by emailing with their intention of either *attending or apologies by COB day before meeting*.

Cancellation of meetings

If insufficient attendance for meeting to proceed, leaders to *email all group members ASAP re: cancellation*. Group members to *respond re: receipt of email*

Leaders to contact any group members via email who have not responded to email deadline to advise of meeting cancellation.

Minimum attendance to be *50%* of total group numbers, AND representation from *at least 4 work places*

Terms of reference developed by the Adult Swallowing EBP Group 2012. TOR will be reviewed on an annual basis (Last updated March 2022)

** Eligibility to participate in the group for Speech Pathologists outside of NSW is at the discretion of the steering committee, leaders of the group and in agreement with all group members.