

HEAD AND NECK EBP GROUP

TERMS OF REFERENCE

Introduction

The Speech Pathology H&N EBP group developed in April 2014, as an initiative from the members of the Sydney H&N Peer Supervision Group. An invitation to join the group was then extended to all practicing speech pathologists in NSW. This H&N EBP group forms a part of the NSW Evidence Based Practice Network.

The H&N EBP group involves members liaising for a short intensive period throughout the year, with the objective of striving to achieve Evidence Based Practice.

The specific aims of the group include:

- To share information between workplaces regarding issues, strategies and developments in H&N Management
- To review and critique current literature and evidence in H&N management
- To provide support in translating the research into clinical practice
- 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 H&N 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 H&N management.
- To maintain affiliation with NSW Evidence Based Practice network and other relevant EBP groups e.g. Adult Tracheostomy and Critical Care; Dysphagia

Operation

The meetings will operate to an agenda. All agenda items should be forwarded to a group leader one week prior to meetings.

The group will include at least two allocated 'group leaders', who will be responsible for chairing meetings.

Writing and dissemination of minutes will be rotated between members of the group.

Tasks arising from each meeting will be completed in a timely manner by group members. Group leaders will be responsible for delegating tasks to group members and coordinating task completion.

Each year at the first meeting, an active contact list will be developed and updated as required at each meeting.

Membership

All members should be currently working in NSW with adults in Head and Neck Oncology in their workplace (or be involved academically in H&N research/teaching as is the case for Clinician Researcher Lead to the group). For clinicians not currently working with H&N patients 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
- Active participation in group discussion and input into generating clinical questions
- Literature searching
- CAP (Critically Appraised Paper) & CAT (Critically Appraised Topic) completion and discussion about integrating the findings into clinical practice.

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.

Group Leader/s

The group will have at least two EBP Leaders. The responsibilities of the leader/s include:

- To attend the bi-annual NSW EBP Network Clinical Leaders meeting either in person or via teleconference, and provide a link between the H&N EBP group and the NSW EBP Steering Committee
- To coordinate meeting dates and to distribute these at the beginning of each year
- To facilitate identification of clinical questions
- To develop and distribute agendas prior to meetings
- To support members in literature searches and location of relevant articles for review. The leader/s may also coordinate literature to review and allocate articles for review/peer review.
- To coordinate CATs.
- To coordinate the presentation at the annual EBP Showcase in conjunction with members.
- To maintain a current list of group members.
- To support attendance at NSW EBP Network training

The leaders are nominated by the group for a term of one year. Leaders for the proceeding year will be determined at the final, or the first, meeting for a calendar year.

The leaders will liaise with the Clinician Researcher Lead re roles and responsibilities.

Meetings

The NSW H&N EBP group will meet five to six times annually.

The meetings will be held intensely over a short period. Thus, the five or six meetings will be conducted via teleconference every three weeks, and will be held for an hour. There will then be a break for the H&N EBP group over the next 8 months, to apply the evidence that has been found.

The role of organizing the teleconferencing of all members will be rotated between members.

Training

Due to current restrictions on face-to-face meetings, NSW Speech Pathology EBP Network is no longer providing face-to-face training. If you require training prior to participating in the EBP group, please liaise with group leaders. H&N-specific EBP orientation and training can be provided by group leaders and links to further online training modules can be provided.

Terms of reference developed by the H&N EBP Group 2019. TOR has been reviewed and updated by the 2022 EBP Group.