

AAC EBP GROUP

TERMS OF REFERENCE

March 2008

AAC EBP Group Terms of Reference

1. The group will meet 4 times per calendar year.
2. The group will aim to produce at least one CAT per calendar year.
3. The group aims for all active members to have attended the NSW Speech Pathology EBP Network training course, or to complete the distance education EBP package.
4. AAC EBP group has active and inactive members. Active members will: attend at least 2 meetings/year (rural staff by phone) and complete at least 2 CAPs each year. Inactive members will be on the email distribution list only.
5. Where possible, experienced and less experienced members will be paired up to complete the same CAPs.
6. Each paper will be critiqued by at least 2 group members.
7. Members will be given approximately 1 month's notice to complete the CAP.
8. At each meeting, time will be allocated to discuss CAPs and progress of CAT, as well as discuss clinical case studies and 'real life' examples

The Role of the Clinical Leader

1. Email agenda prior to each meeting
2. Chair meetings, facilitate discussion and decision making processes
3. Designate someone at each meeting to take minutes
4. Allocate / target members to complete CAPs
5. Ensure each CAP has been reviewed by 2 people and collated
6. Coordinate the development of the CAT
7. Attend NSW Speech Pathology EBP Clinical Leaders meetings
8. Send minutes from each AAC EBP meeting to the Steering Committee
9. Ensure Steering Committee is provided with updated documents for the Network's website (meeting dates, completed CAPs, CATs etc.)