

ADULT SWALLOWING EBP GROUP

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 in NSW and academic links, and strives to continue best practice based on Evidence Based Practice.

The specific aims of the group include:

- To share information between hospital sites 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

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 one or more allocated 'group leaders', who will be responsible for chairing meetings.

A minute taker will be elected at the beginning of each meeting. It is this person's responsibility to type the minutes and forward them to a group leader for distribution to 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. An inactive contact list will also be developed and updated as required.

Membership

All members should be currently working with adults 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 with dysphagia patients there will be opportunities to access clinical information via the EBP Network website.

Active members are required to actively participate in EBP activities, including:

- Regular attendance of meetings (in person or via teleconference for rural members)
- 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.

Inactive members will receive minutes of each meeting and will be able to access completed CAPs/CATs from the EBP website. Inactive members have no group responsibilities and are not required to attend meetings.

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 of any meeting is not a possibility, apologies should be forwarded to a group leader prior to the meeting.

Access to teleconferencing can be arranged on a needs basis.

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

Meetings

The NSW Adult Swallowing EBP group will meet at least 4 times annually. The dates will usually coincide with the Dysphagia Interest Group.

The meetings will be held from 2.00pm to 3.30pm at Concord Hospital, prior to the Dysphagia interest Group.

Updated February 2009

Terms of reference developed by the Adult Swallowing EBP Group 2007.

TOR will be reviewed on an annual basis.