



NSW ADULT SPEECH PATHOLOGY CRITICAL CARE & TRACHEOSTOMY
DISCUSSION AND EBP GROUP
TERMS OF REFERENCE
2008

Introduction

The Speech Pathology Tracheostomy Discussion and EBP group has continued to develop since 2002 as a platform for discussion on Speech Pathology issues related to tracheostomy management. In 2007 the scope of the group was extended to include Critical Care, in recognition of the growing role of speech pathologists in an intensive care setting.

The specific aims of the group include:

- To share information between hospital sites re developments and issues in critical care and tracheostomy management
- To review literature and evidence in critical care and tracheostomy 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 critical care and trache 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 tracheostomy management.
- Facilitate education and support through education workshops and trache listserve
- Affiliated with NSW Evidence Based Practice network

Operation

The meetings will operate to an agenda. All agenda items should be forwarded to the Chairperson one week prior to meetings.

At the last meeting of the year, nominations will be sought for the following positions. These positions will be held for one year.

- Chairperson
- Minute taker
- Trache listserve coordinator

- EBP Coordinator

An alternate structure to the chair and EBP coordinator can occur when there is more than one EBP leader elected and no chair is elected. In this case, role of chair and EBP co-ordinator may be shared between co-leaders. A consensus vote by members must be reached in this event.

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

Membership

Due to the nature of the group i.e. as a discussion group, a small membership base is preferred and all members should be currently working with Adult critical care and tracheostomy patients in their workplace. For clinicians who are not currently working with critical care and tracheostomy patients they will have opportunities to access clinical information via the trache listserv and will not be regarded as active members.

All active members are required to attend or teleconference in for a minimum of 2 meetings each year with the responsibility of sharing information to their colleagues in their Speech Pathology departments as required. Access to teleconferencing can be arranged on a needs basis. Active members are also required to actively participate in EBP activities. Non-active members will receive minutes of each meeting but will not receive EBP activities as these can be accessed on the EBP network website.

Due to the group being a discussion group for clinicians currently working with critical care and tracheostomy patients, student Speech Pathologists are required to only attend the meetings with their CE as appropriate.

Meetings

The NSW Adult Critical Care and Tracheostomy Discussion and EBP group will meet 6 times annually. Meeting dates will occur in the following months: February, April, June, August, October and December. The meeting dates will be set at the first meeting of each year (February meeting) and will be decided to suit the majority of active members.

The meetings will be held from 2.30pm to 4.30pm at Concord Hospital. The length of the meeting may be changed after consensus from the group – ie a longer meeting time if a longer discussion/education is planned.

Terms of reference developed by the NSW Adult Tracheostomy and EBP group 2006. Updated in March 2008.