

Terms of reference

State Spinal Cord Injury Service (SSCIS) Clinical Practice Improvement Sub-Committee

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|------------------------|--|-------------|------------------|
| Reports to | SSCIS Clinical Development Committee | | |
| Reporter | Chairperson of education sub-committee | | |
| Chairperson/s | Sonia Jones | | |
| Terms of office | 2 years | | |
| Secretariat | To be shared amongst committee members | | |
| Endorsed by | SSCIS Clinical Development Committee | Date | 10 February 2020 |
| Next review | 31 January 2022 | | |
| Review process | [Details] | | |
| Decision making | [Details] | | |

Background

At the SSCIS Forum 2014, a review of the committee structure was proposed to reflect, firstly, the re-establishment of the SSCIS Steering Committee in December 2013 and secondly, the changing direction and focus of SSCIS as a clinical network of the Agency for Clinical Innovation. The proposed new committee structure would include the establishment of new sub-committees and the review of the terms of reference of current committees, with the aim that all committees and sub-committees contribute to a shared aim and together work to achieve identified priorities and goals. The Clinical Practice Improvement Sub-Committee is one of these sub-committees.

Purpose

The SSCIS Clinical Practice Improvement Sub-Committee has been established to provide expert advice on clinical practice in spinal cord injury (SCI) services in NSW. It will focus on continuing practice improvement through the identification of sub-optimal clinical outcomes, clinical practice variation and standards. It will make recommendations and action strategies to address these recommendations.

Responsibilities and functions

The SSCIS Clinical Practice Improvement Sub-Committee has the following responsibilities:

- Liaise with the Data, Evidence and Outcomes Sub-Committee regarding identification of sub-optimal patient outcomes (adverse events) and inappropriate clinical practice variation.
- Review current clinical practice to reduce and minimize inappropriate variation and improve patient outcomes.
- Identify priorities for clinical practice improvement within SCI services in NSW

- Develop statewide evidence based clinical practice improvement strategies. These may include protocols, procedures, guidelines &/or models of care.
- In relation to clinical practice improvement strategies
 - Develop implementation plan(s) in collaboration with the Education Sub-Committee, the SSCIS Clinical Development Committee, SSCIS Steering Committee and/or the Agency for Clinical Innovation.
 - Develop evaluation plan(s) in collaboration with the Data, Evidence and Outcomes Sub-Committee, and/or the Agency for Clinical Innovation, to monitor implementation and effectiveness

Frequency of meetings

To be determined by the sub-committee with meetings occurring no less than 4 times per year.

Reporting committees

The sub-committee reports through the SSCIS CDC to the SSCIS Steering Committee.

Method of evaluation

- Progress against the sub-committee's work plan which will be negotiated with and agreed with the SSCIS CDC.
- Second yearly review by the SSCIS CDC of the sub-committee's terms of reference.
- Second yearly review of membership.

Quorum

50% of membership +1

Membership

Membership of the SSCIS Clinical Practice Improvement Sub-Committee will include the following:

- **Chairperson** – an interim chairperson may be appointed to establish the sub-committee and allow time for the identification of an inaugural chairperson.
- **General membership** - At least six members of the SSCIS network with a keen interest in improving the outcomes of people with a SCI using an evidence-based clinical practice improvement approach. Members will reflect the multidisciplinary nature of SCI services and include a broad representation from clinical disciplines, as well as a consumer with a SCI.
- Secretariat support to record minutes and distribute meeting documentation will be identified from within the sub-committee membership and may be undertaken on a rotational basis.
- Current membership list is included in

| Name | Role | Organisation | Contact details |
|-------|---------|---|--|
| Komal | Adarkar | Network Manager, SSCIS | Komal.Adarkar@health.nsw.gov.au |
| Sonia | Jones | Clinical Nurse Consultant, Spinal Injury Unit, Royal North Shore Hospital | sonia.jones1@health.nsw.gov.au |
| Ruyi | Yao | Clinical Nurse Consultant, Spinal Injury Unit, Prince of Wales Hospital | ruyi.yao@health.nsw.gov.au |

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| Sachin | Shetty | Spinal Specialist, Prince of Wales Hospital | sachin.shetty@health.nsw.gov.au |
| Luci | Dobbin | Dietitian, Prince of Wales Hospital | lucienne.dobbin@health.nsw.gov.au |
| Lisa | Benad | Senior Occupational Therapist, RNSH | lisa.benad@health.nsw.gov.au |
| Jacqui | Cornell | Rehab CNC, Shoalhaven, ISLHD | jacqui.cornell@health.nsw.gov.au |
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