



TERMS OF REFERENCE STATE SPINAL CORD INJURY SERVICE (SSCIS) EDUCATION SUB-COMMITTEE

REPORTS TO	SSCIS Clinical Development Committee		
REPORTER	Chairperson of the Education Sub-Committee		
CHAIRPERSON(S)	Frances Monypenny (Interim Chairperson until Dec 2015)		
TERM OF OFFICE:	2 years		
SECRETARIAT	To be shared by committee members		
ENDORSED BY	SSCIS Clinical Development Committee	DATE	11 June 2015
NEXT REVIEW	June 2016		

1. BACKGROUND

At the SSCIS Forum 2014 a review of the committee structure was proposed to reflect, firstly, the reestablishment 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 Education Sub-Committee is one of the new sub-committees.

2. PURPOSE

The SSCIS Education Sub-Committee has been established to provide expert advice on education related to the care, management and support needs of people with a spinal cord injury (SCI). The target audience for the education includes but may not be limited to the person with SCI, and non-spinal specialist clinicians, families and others who care and support people with a SCI, aiming to:

- Improve outcomes of people with a SCI through informed and knowledgeable self-management, care and support;
- Support professional development and capacity building of non-spinal specialist clinicians.

3. RESPONSIBILITIES / FUNCTIONS

The SSCIS Education Sub-Committee has the following responsibilities in relation to the provision of spinal cord injury specific education:

- 3.1** Encourage, oversee and promote spinal cord injury education across NSW.
- 3.2** Identify key areas of focus for education and development.
- 3.3** Develop and implement an education strategy for these key areas.
- 3.4** Review existing educational resources and evaluate their relevance and value in relation to the education strategy.
- 3.5** Develop, support and monitor implementation of a regular education program.
- 3.6** Work in collaboration with Clinical Practice Improvement Data Sub-committees in identifying education needs and role out of education strategies.

- 3.7 Investigate and apply use of a range of technology in the promotion and delivery of the education.

4. MEMBERSHIP

Membership of the SSCIS Education 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 education. 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 **Appendix 1**

5. TERM OF OFFICE

- **Chair** – The position of Chair will be held for a term of two years. The Chair may then remain on the committee for a further two years. The Chair can re-nominate at any time.
- **General membership** – General members will be appointed for a term of two years. General members may re-nominate at any time.

6. RESPONSIBILITIES OF MEMBERS

- To attend 75% of the meetings in person or by teleconference.
- To complete actions as per noted responsibility within the nominated timeframe.
- To share and communicate information to and from the group/ service they represent.
- To seek advice from their colleagues, group and/or service they represent as required to ensure the deliberations and determinations of the Sub-Committee reflect stakeholders' needs and opinions.
- To communicate opportunities for strategic partnerships within and external to the Network.
- To support and promote achievement of the work plan initiatives.

7. FREQUENCY OF MEETINGS

In the initial establishment of the Sub-Committee, meetings will be held monthly and then to be determined by the Sub-Committee with meetings occurring no less than 4 times per year.

8. METHOD OF EVALUATION

- Progress against the Sub-Committee's work plan which will be negotiated with and agreed to by the SSCIS CDC.
- Second-yearly review by the SSCIS CDC of the Sub-Committee's Terms of Reference.
- Second-yearly review of the membership.

9. QUORUM

- Half membership plus one.

10. CONFLICT OF INTEREST

If a member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from discussions and deliberations on the issue.

11. MINUTES

- Minutes and agreed actions will be recorded by a member of the Sub-Committee.

- Minutes will be distributed to all members of the sub-committee within 2 weeks of the meeting.
- Agenda will be distributed to all members no later than one week before the next meeting.

12. ACCOUNTABILITY

The Sub-Committee reports through the SSCIS Clinical Development Committee (CDC) to the SSCIS Steering Committee.

Appendix 1 - Members of SSCIS Education Sub-Committee

Correct as at: Date 2 June 2015

First Name	Surname	Role and Organisation
Anne	Willey	Occupational Therapist, Spinal Outreach Service
Frances	Monypenny	Network Manager, SSCIS
Heidi	Haydon	Education Officer, Spinal Cord Injuries Australia
Kirsten	Kennedy	Nurse Educator, Spinal Injuries Unit, POWH
Matthew	Smith	ParaQuadNSW
Melissa	McCormick	Manager, Rural Spinal Cord Injury Service
Rita	Cusmiani	Nurse Educator, Spinal Injuries Rehabilitation Unit, Royal Rehab
Robert	Wynn	Peer Support Coordinator, Spinal Cord Injuries Australia
Wendy	Jannings	Clinical Nurse Consultant, Spinal Injuries, Northern Sydney Home Nursing Service
Zoe	Howard	Clinical Nurse Educator, Spinal Cord Injuries Unit, RNSH