

Clinical Guidelines for Stroke Management 2017

Interdisciplinary Guideline
Working Group -
Membership and Terms
of reference

Content Development Working Group and Working Party membership

The Stroke Foundation called for Expression of Interest (EOI) for healthcare professionals to be involved in the development of the Clinical Guidelines. Requests for EOI were sent to all stroke care related professional organisations. The EOI was also advertised on the Stroke Foundation's website and in our healthcare professional newsletter. The criteria for selection was:

- › Good working relationship with their professional organisation,
- › Extensive networks of peers to seek input as needed,
- › Strong clinical expertise/experience with a very good practical knowledge of current practice,
- › Detailed knowledge of research design and critical appraisal of evidence,
- › Familiar with systematic reviews and development of clinical guidelines, and
- › Willing and able to commit to the necessary time commitment of this project (over an 18-24 month period).

Applications in writing were assessed against the selection criteria by members of the Stroke Foundation Project Team and approved by the Stroke Foundation Clinical Council. Working Party Leads for each discipline were also identified at this stage. The Working Party Leads, their delegates, and some representatives from New Zealand, along with the Stroke Foundation Project Team, made up the membership of the overarching Content Development Working Group.

The following is a list of the Guidelines Content Working Party membership.

(Content Development Working Group members and Working Party Leads are highlighted in red).

Guidelines Content Working Party membership

Acute Working Party (Neurology, Surgery, Radiology, ED, GP, Ambulance)

Prof Hugh Grantham	Professor of Paramedics and Emergency Medicine	Flinders University, SA
Mr Lachlan Parker	Paramedic	Queensland Ambulance Service, QLD
Mr Richard Larsen	A/Operations Manager - Patient Safety & Quality	South Australian Ambulance Service, SA
A/Prof Jonathan Knott	Director of Emergency Research and Clinical Sub-Dean for Emergency Medicine	Royal Melbourne Hospital and University of Melbourne, VIC
A/Prof Melinda Truesdale	Emergency Medicine Physician	Royal Melbourne Hospital and University of Melbourne, VIC
Dr Anna Ranta	Neurologist	Capital & Coast District Health Board and University of Otago, NZ
Prof P. Alan Barber	Neurologist (NZ)	Auckland Hospital and University of Auckland, NZ
Dr Andrew Wong	Stroke Physician	Royal Brisbane and Women's Hospital and University of Queensland, QLD
A/Prof Bruce Campbell Co-chair	Neurologist	Royal Melbourne Hospital and University of Melbourne, VIC
Dr Cecilia Cappelen-Smith	Senior Staff Specialist Neurologist	Liverpool Hospital, NSW
Dr Nawaf Yassi	Neurologist	Royal Melbourne Hospital and University of Melbourne, VIC
Dr Philip Choi	Neurologist	Eastern Health and Monash University, VIC
Dr Stacey Jankelowitz	Neurologist	Royal Prince Alfred Hospital and Sydney Medical School, NSW
A/Prof Tim Kleinig	Neurologist	Royal Adelaide and Lyell McEwin Hospitals and University of Adelaide, SA

Dr Yash Gawarikar	Consultant Neurologist	Calvary Public Hospital, ACT
Prof Thanh Phan	Neurologist	Monash Health and Monash University, VIC
Dr Lauren Sanders	Neurologist	St Vincent's Hospital and University of Melbourne, VIC
Dr Graeme Gonzales	Neurologist	St Vincent's Hospital, VIC
A/Prof Darshan Ghia	Neurologist	Fiona Stanley Hospital and University of Western Australia, WA
Prof Patricia Desmond	Neuro Radiologist	University of Melbourne and Royal Melbourne Hospital, VIC
Prof Jonathan Golledge	Professor of Vascular Surgery	Queensland Research Centre for Peripheral Vascular Disease, James Cook University and The Townsville Hospital, QLD
Dr Ferdinand Miteff	Neurologist	Hunter New England Health, NSW
Consumer Working Party (incl Stroke Foundation Consumer Council)		
A/Prof Jennifer Muller	Public Health	Queensland University of Technology, QLD
Ms Julie Collins	Carer of a stroke survivor	Stroke Foundation Consumer Council Representative, VIC
Dietetic Working Party		
Ms Judy Martineau	Dietitian	Uniting Care Health, QLD DAA representative
Dr Fiona Simpson	Dietitian	Royal North Shore Hospital, NSW DAA representative
Miss Jennifer Olding	Dietitian	Royal North Shore Hospital, NSW
Ms Jo James	Clinical Dietitian	Flinders Medical Centre, SA
Ms Tiffany Lee	Clinical Dietitian	Flinders Medical Centre, SA
Economics Working Party		
A/Prof Dominique Cadilhac	Head: Translational Public Health and Evaluation	Monash University, VIC

	Division, Stroke and Ageing Research	
Mr Joosup Kim	Researcher	Monash University, VIC
Ms Lauren Sheppard	Research Fellow - Health Economics	Deakin University, VIC
Dr Louise Craig	Physiotherapy	St Vincent's Health Australia and Australian Catholic University, NSW
Nursing Working Party (Acute, Rehab, Community)		
Ms Belinda Ford	Nurse Educator - Neuroscience	Austin Hospital, VIC
Dr Caleb Ferguson	Nursing	University of Technology, NSW
Ms Carol Gore	Stroke Nurse Practitioner	Peninsula Health, VIC
Mr Danny Kinsella	Nursing	Alfred Health, VIC
Dr Janet Bray	Senior Research Fellow – Public Health	Monash University, VIC
Dr Julia Slark	Senior Lecturer – Nursing	University of Auckland, NZ
Ms Kelly Coughlan	Research Assistant	St Vincent's Health Australia and Australian Catholic University, NSW
Ms Liz Mackey	Nursing	Sunshine Hospital, VIC
Ms Michelle Bronca	Clinical Practice Consultant -Stroke	Flinders Medical Centre, SA
Ms Pauline Owens	Nursing	Counties Manukau District Health Board, Auckland, NZ
Prof Sandy Middleton	Nursing Research	St Vincent's Health Australia and Australian Catholic University, NSW
Ms Sarah Kuhle	Clinical Nurse Consultant	Queensland Statewide Stroke Clinical Network, QLD
Ms Simeon Dale	Nursing	St Vincent's Health Australia and Australian Catholic University, NSW
Ms Sandra Lever	Nursing	Ryde Hospital, NSW

Ms Sara Laubscher	Clinical Practice Consultant –TIA Clinic	Flinders Medical Centre, SA
Ms Rosemary Phillips	Research Assistant	St Vincent’s Health Australia and Australian Catholic University, NSW
Dr Anoja Wickrama Gunaratne	Research Officer	St Vincent’s Health Australia and Australian Catholic University, NSW
Occupational Therapy Working Party		
Dr Annie McCluskey	Honorary Senior Lecturer, Occupational Therapy	The University of Sydney, NSW
Ms Danielle Sansonetti	Occupational Therapist	Alfred Health, VIC
Ms Emma J Schneider	Occupational Therapist	Alfred Health and La Trobe University, VIC
Dr Sally Eames	Occupational Therapy	Metro North Hospital and Health Service and The University of Queensland, QLD
A/Prof Stacey George	Occupational Therapist - Rehabilitation	Flinders University, SA
Dr Kate Laver	NHMRC-ARC Dementia Research Development Fellow	Flinders University, SA
Dr Isobel Hubbard	Occupational Therapy	The University of Newcastle, NSW
Ms Nikki Cousins	Occupational Therapist	Wyong District Hospital, NSW
Physiotherapy Working Party		
Ms Allison Schwarzel	Physiotherapy (Sydney)	Macarthur Health Service - Campbelltown Hospital, NSW
Ms Anna McCrae	Physiotherapy	Auckland District Health Board, NZ
A/Prof Coralie English Co-chair	Physiotherapy	The University of Newcastle, NSW
Dr Dianne Marsden	Physiotherapy (Hunter)	Hunter Stroke Service, Hunter New England Local Health District, NSW

Mr Karl Schurr	Physiotherapy	Self-employed Educator, NSW
Ms Laura King	Physiotherapist	Bankstown Hospital, NSW
Ms Li Khim Kwah	Physiotherapy	University of Technology, NSW
Dr Louise Craig	Physiotherapy	St Vincent's Health Australia and Australian Catholic University, NSW
Mr Peter Meppem	Physiotherapy	Gold Coast Hospital and Health Service, QLD
Dr Heidi Janssen	Physiotherapist and Researcher	Hunter Medical Research Institute, NSW
A/Prof Prue Morgan	Physiotherapy	Monash University, VIC
Ms Genevieve Hendrey	Physiotherapy	Caulfield Hospital, VIC
Mr Davide de Sousa	Physiotherapy	Graythwaite Rehabilitation Centre, Ryde Hospital, NSW
Ms Nadine Andrew	Physiotherapist and Research	Monash University, VIC
Ms Jodie Marquez	Physiotherapy	University of Newcastle, NSW
Ms Elizabeth Lynch	Physiotherapy	Florey Institute of Neurosciences and Mental Health, VIC and University of Adelaide, SA
Dr Julie Luker	Physiotherapy and Post-Doctoral Research Fellow	University of South Australia, SA and Florey Institute of Neuroscience and Mental Health, VIC
Psychology Working Party		
A/Prof Maree L Hackett	Neurological and mental health	The George Institute for Global Health, NSW
Toby Cumming	Psychology	Florey Institute of Neuroscience and Mental Health, VIC
Rehabilitation Medical Working Party (GP, Rehabilitation specialist, Geriatrician, Pharmacy)		
Prof Mark Nelson	Chair of General Practice	University of Tasmania, TAS

A/Prof Christopher Etherton-Beer	Geriatric Medicine and Clinical Pharmacology	University of Western Australia and Royal Perth Hospital, WA
Dr Carl Hanger	Geriatrician and Stroke Physician	Canterbury District Health Board, Christchurch, NZ
A/Prof Beata Bajorek	Clinical Pharmacy	University of Technology and Royal North Shore Hospital, NSW
Dr Juan Miguel Rois Gnecco	Rehabilitation Medicine Physician	Ipswich Hospital, QLD
A/Prof Steven Faux	Rehabilitation Medicine Physician	St Vincent's Hospital, NSW
Speech Pathology Working Party		
A/Prof Deborah Hersh	Speech Pathology	Edith Cowan University, WA
Ms Dijana Dragicevich	Speech Pathology	Royal North Shore Hospital, NSW
Dr Emma Power	Speech Pathology	The University of Sydney, NSW
A/Prof Erin Godecke	Speech Pathology	Edith Cowan University, WA
Ms Kylie Wall	Speech Pathology	The University of Queensland, QLD
A/Prof Petrea Cornwell	Speech Pathology	The Prince Charles Hospital and Griffith University, QLD
Ms Annie Dent	Speech Pathology	Nepean Hospital, NSW
Ms Jo Murray	Speech Pathology	Flinders University, SA
Dr Robyn O'Halloran	Speech Pathology	La Trobe University, VIC
A/Prof Natalie Ciccone	Speech Pathology	Edith Cowan University, WA
Other disciplines		
Ms Neryla Jolly	Orthoptics	Orthoptics Australia
Ms Sarah Bates	Social Worker	Flinders Medical Centre, SA
Stroke Foundation Project Team	Ms Leah Wright	Ms Cindy Peng
	Mr Marius Mather	Mr Kelvin Hill
	Ms Justine Watkins	Ms Toni Aslett

Terms of Reference

Background

The Stroke Foundation has been developing stroke guidelines since 2002. The existing Clinical Guidelines for Stroke Management were approved by the National Health and Medical Research Council (NHMRC) in September 2010.

In order for the Australian Government to ensure up-to-date, best practice clinical advice is provided and maintained to healthcare professionals, the NHMRC requires clinical guidelines be kept current and relevant by reviewing and updating them at least every 5-years. As a result, the Stroke Foundation was contracted by the Australian Government Department of Health to update the Clinical Guidelines for Stroke Management, commencing July 2015.

In accordance with the *2011 NHMRC Standard for developing clinical practice guidelines* the Stroke Foundation established an interdisciplinary team of stroke experts, known as the Guidelines Content Development Working Group (CDWG). This group will oversee the guideline update process and lead several discipline specific Content Working Parties (CWPs) to support the various stages of the update process.

1.1. ROLES AND RESPONSIBILITIES OF GROUP MEMBERS

Roles of the Guidelines Development Content Working Group

Content of the Clinical Guidelines will be overseen and developed by the CDWG. The CDWG is a small interdisciplinary group of health professionals that are experts in their respective discipline. The group will be representative of the stroke care continuum. The group also contains consumers (stroke survivor and carer). The purpose of the CDWG will be to:

- › Determine the scope of the guidelines including the search questions;
- › Develop the content of the guideline including:
 - › Assisting with decisions to include or exclude trials,
 - › Reading and appraising included studies and evaluating the body of evidence for a question using GRADE methodology,

- › Drafting evidence summaries, supporting text and recommendations,
- › Lead their respective discipline specific CWP,
- › Consult with a wide range of colleagues of similar professional backgrounds, and
- › Respond to feedback from the public consultation (this will be separate for Australian and New Zealand).

The CDWG will be co-chaired by Associate Professor Bruce Campbell, Neurologist, Stroke Foundation Board member and Chair of the Stroke Foundation Clinical Council, and Associate Professor Coralie English, Physiotherapist and Associate Professor at The University of Newcastle.

The CDWG will be supported by a number of discipline specific CWPs which will reflect acute, rehabilitation and community care.

Roles of the Discipline Specific Working Parties

The CDWG will be supported by the discipline specific CWPs. Each CWP will have a number of health professionals led by a member of the CDWG. Each CWP will be representative of the stroke care continuum. The purpose of the CWPs will be to:

- › Provide advice on the scope of the guidelines including the topics and questions,
- › Support the development of the content of the guidelines including:
 - › Reading and appraising included studies and evaluating the body of evidence for a question using GRADE methodology;
 - › Drafting evidence summaries, supporting text and recommendations;
 - › Consulting with a wide range of colleagues of similar professional backgrounds, and
 - › Assisting with response to feedback from the public consultation.

Appointment on the working group or sub-groups is an honoraria position only. However all out-of-pocket expenses will be covered by the Stroke Foundation.

1.2. EXPECTED OUTCOMES

A guideline document will be produced that addresses all phases of stroke care. The Clinical Guideline will be produced in a web tool and also available electronically for download.

The project will follow the NHMRC process which has distinct stages however some of these will occur concurrently. The stages of the project are as follows:

Project timeline

Stage	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017
1 – Project preparation and governance	X								
2 – Scope and requirements	X								
3 – Evidence identification		X	X						
4 – Evidence Appraisal and Synthesis		X	X						
5 – Progress report for NHMRC				X					
6 – Develop recommendations and NHMRC technical reports				X	X				
7 – Public consultation						X			
8 – Submit draft Guideline and technical reports to NHMRC							X		
9 – NHMRC approval								X	
10 – Disseminate and implement (unfunded within contract)									X

1.3. OPERATIONS

Secretariat

The secretariat will be provided by the Stroke Foundation and will be responsible for:

- › Coordinating meetings and teleconferences,
- › Coordinating agendas and minutes of the meetings,
- › Literature searches and identification of relevant papers,
- › Developing evidence tables and summaries for working group use during guidelines drafting,
- › Coordinating correspondence during the development process, and
- › Coordinating public consultation.

Meetings / Teleconferencing

The work of the CDWG and CWPs is carried out through structured meetings, teleconferences and email communication with the Project Team. There will be two face-to-face meetings of the CDWG in either Sydney or Melbourne in September 2015 (one day) and again mid-2016 (1-2 days) with specific dates and times to be confirmed. The first meeting will include finalising the search questions for the evidence review and an overview of GRADE which is new system we will be using for evaluating the evidence and recommendations. Further GRADE training is planned for January via webinar once we have collected the body of evidence. This will involve all CDWG and CWP members.

The second meeting will be to discuss the draft guideline document prior to consultation. Teleconferences will be coordinated as required. The teleconferences normally last no more than one hour. It is hoped that no additional meetings will be required. However, if a teleconference is determined to be needed, this will be organised by the project team.

Confidentiality

The working party member will not reveal any confidential or proprietary information entrusted in the course of their involvement in the working party, and may not use, or attempt to use any such information, documents or data, other than for fulfilment of work with the working party.

Upon cessation of the working party membership, and thereafter, the member shall not reveal any confidential or proprietary information which they obtained while a member of the working party, and may not use or retain, or attempt to use or retain, any such

information, documents or data.

1.4. CONFLICT OF INTEREST

A policy of managing potential conflicts of interest will be used by the Stroke Foundation Project Team to ensure that the Clinical Guidelines are free from any real or perceived conflict of interest. All those involved will be required to disclose potential conflict of interest prior to their involvement. This declaration process will be repeated prior to all meetings during the development process and a summary published as part of the final Clinical Guidelines document if needed.