Living Guidelines

Terms of Reference

Guidelines Content Development Group

Background

Keeping guidelines up to date is a significant challenge. Inability of guidelines to keep up to date with the latest research erodes clinician trust and uptake, hampers knowledge translation and quality improvement efforts to the detriment of patients.

Since 2018 the Australian and New Zealand living Clinical Guidelines for Stroke Management, is one of the first national guidelines to be continually updated and published on a digital platform accessible on tablet, phone and desktop.

Committee Role

The Guidelines Content Development Group (CDG) will ensure the clinical recommendations for stroke care are in line with the most current evidence.

Responsibilities

The CDG is responsible for:

1. Periodically reviewing the literature surveillance topics (PICO's)

2. Periodically reviewing and appraising studies for inclusion or exclusion

3. Reviewing draft evidence summaries, supporting text and recommendations as needed

4. Coordinate relevant subgroups as needed

5. Respond to feedback from the public consultation

6. Assist in the evaluation of the process as needed

Membership

Membership will be for a minimum two years.

› Organised in 10 working groups (acute medical, nursing, rehabilitation medicine, physiotherapy, occupational therapy, speech pathology, dietetics, psychology, economics, other disciplines) as well as a Consumer panel (those with lived experience of stroke)

› Leads from each working group will be included in the Steering Committee.

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.

Operating Procedure (Steering Committee)

› Chair person

The Steering Committee of the CDG will be co-chaired by Prof Bruce Campbell and A/Prof Elizabeth Lynch

› Quorum

At least 50% of members. If a quorum is not reached for a meeting, the meeting will be rescheduled to another time. Where a meeting cannot be rescheduled, and matters require approval then the meeting shall take place with those able to attend and the decision ratified by circular resolution. Where decisions are required between meetings, these may be made by circular resolution. Circular resolutions will be formally ratified at the next meeting.

› Meetings

The work of the CDG and any subgroups is carried out through structured meetings, teleconferences and email communication with the project delivery team.

› Committee support

The secretariat will be provided by the Stroke Foundation who will be responsible for coordinating agendas (in conjunction with Chair) and minutes of the meetings.

› Conflict of Interest

Each meeting will include consideration of potential conflicts of interest. A conflict of interest form will also be completed by members on an annual basis.

› Confidentiality

The group members will not reveal any confidential or proprietary information entrusted during their involvement in the project, and may not use, or attempt to use any such information, documents or data, other than for fulfilment of work with the group.

Upon cessation of the group, 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.

Other related committees

Other groups established by the Stroke Foundation will support the EPG as illustrated below. These include:

a. Stroke Foundation Clinical Council (provides advice to the Foundation on clinical matters)

b. Stroke Foundation Consumer Council (provides advice to the Foundation on consumer related matters)

c. Stroke Foundation Research Advisory Committee (provides advice to the Foundation on research program including overseeing research funding)

Interaction of various groups and committees are outlined in Diagram 1.

Diagram 1: Project governance
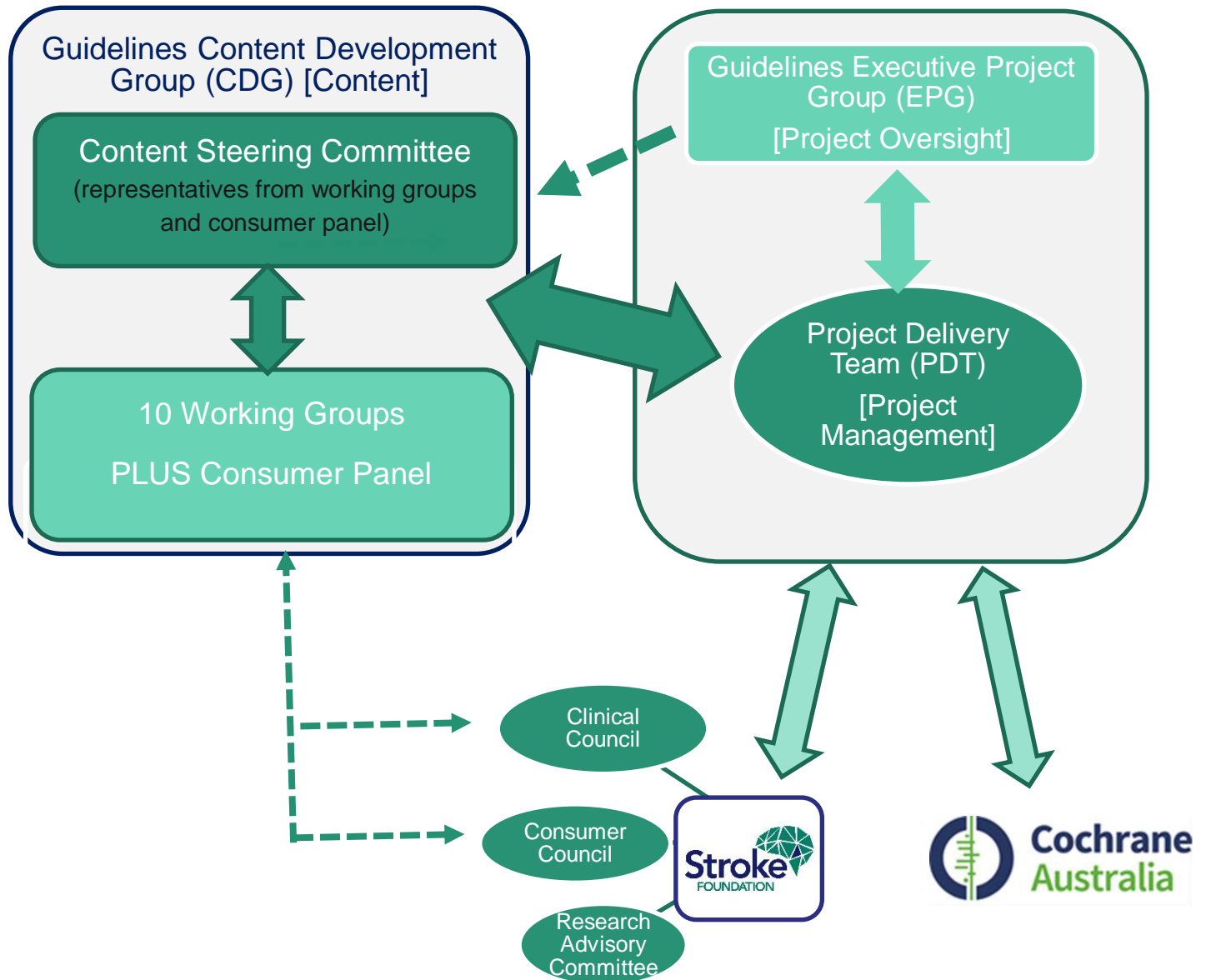
Version history

Version	Date	Approval	Amendments
V1	8/6/2018		First draft
V1.1	7/11/2018		Updated diagram
V1.2	28/2/2024		Updated with current process