ePPOC Clinical and Management Advisory Committee

Terms of Reference

Purpose:
The ePPOC Clinical and Management Advisory Committee (CMAC) provides strategic and clinical advice to ePPOC.

CMAC meetings provide a forum for the discussion of issues relevant to ePPOC and are a mechanism for the provision of advice to ePPOC on matters relating to management, policy, data, reporting, research and benchmarking.

Roles and Responsibilities:

1. Review ePPOC policies, guidelines and other documentation as required to ensure that ePPOC operates in accordance with relevant scientific and clinical standards, and that privacy and ethical requirements are met. This includes the review of documents relating to operational and strategic management, as well as documents relating to data, reporting, research, and benchmarking.

2. Receive and consider ePPOC and working group reports and provide advice accordingly. This includes reports from the Data Access Working Group.

3. Review the ePPOC dataset and make recommendations for change to ePPOC.

4. Review and advise on ePPOC benchmarks and indicators.

5. Provide guidelines and advice on access and use of ePPOC data

6. Review and provide advice on pre-publication drafts of outputs which use ePPOC data.

7. Make recommendations on the establishment of a research program and research priorities to investigate important issues in the delivery of pain management services.

8. Review ePPOC’s progress during the previous 12 months and contribute to the development of the work plan for the following year.

9. Review and advise on the number and scope of pain management services which may reasonably participate in ePPOC, and the services ePPOC should reasonably provide to these services.
10. Provide ePPOC with regular updates regarding practice and standards within the pain management sector to ensure that ePPOC remains contemporary and relevant.

11. Promote ePPOC’s objectives and activities within the pain management and broader health sector through a range of activities and professional links.

12. It is expected that members attempt as far as possible to represent the interests and views of the organisation they are representing.

13. Provide a forum for stakeholder feedback on matters relevant to ePPOC.

14. Review and revise the CMAC Terms of Reference every three years at the time of membership review.

Membership:
The CMAC will provide broad representation of the sector, and comprise members from the relevant peak bodies, clinical and academic fields and consumer groups.

The CMAC membership will comprise nominees representing:

- Faculty of Pain Medicine, ANZCA
- Australian Pain Society
- Painaustralia
- Accident Compensation Corporation
- Transport Accident Compensation (TAC) and/or Worksafe
- Participating pain services (representing Australian, New Zealand adult, paediatrics and private)
- Consumer
- State/territory government departments
- Director, Australian Health Services Research Institute
- Director ePPOC
- ePPOC statistician

Other members may be co-opted as required for specific projects, or specific periods of time.

Terms of representation:
The CMAC will be co-chaired by a representative from AHSRI and the FPM. Chairs and Members will be appointed for a fixed term of three years, with representatives eligible for reappointment.

Meetings:
The CMAC will hold up to three meetings per year, comprising two face-to-face meetings, and one teleconference if required.
Each face-to-face meeting will be structured in two parts. The first will address clinical, data and reporting issues. The second will focus on management and strategic matters. Members may attend either or both parts of the meeting. Members attending only the management component may attend via teleconference.

One face-to-face meeting will be scheduled to coincide with an annual ePPOC Research and Benchmarking workshop. Where possible, the other face-to-face meeting will follow the annual APS conference.

Secretarial functions for all meetings will be provided by AHSRI.

Members must commit to attending all scheduled meetings. A nominated alternate delegate is to be sent if the member is unable to attend.

ePPOC team members may attend meetings.

Quorum:

A quorum of the CMAC will constitute those members present at the meeting.

Note 1:

While the ePPOC Scientific and Clinical Advisory Committee (SCAC) and ePPOC Management Advisory Group (MAG) have been functioning for some years, these Terms of Reference have been developed to provide a framework for the role and function of a revised committee which will be established as the ePPOC Clinical and Management Advisory Group in 2018. The Terms of reference for this group incorporate the previous MAG and SCAC Terms of Reference.

Note 2:

Where there is potential for a Conflict of Interest, CMAC members must declare this and remove themselves from the meeting while the matter is discussed and a decision made in accordance with conflict of Interest ethical practice and documentation in the minutes.

Terms of reference developed April 2018

Terms of Reference reviewed ...................................... (date)

Next due for review...................................................... (date)