

ePPOC Clinical and Management Advisory Committee

Terms of Reference

Purpose

The ePPOC Clinical and Management Advisory Committee (CMAC) provides strategic and clinical guidance to ePPOC.

CMAC meetings provide a forum for the discussion of issues relevant to ePPOC and are a mechanism for the provision of guidance to ePPOC on matters relating to 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.
2. Provide guidance on strategic directions.
3. Receive and consider ePPOC and other working group reports and provide advice accordingly.
4. Review the ePPOC dataset and make recommendations for change.
5. Review and advise on ePPOC benchmarks and indicators.
6. Provide advice on access and use of ePPOC data.
7. Review and provide guidance on pre-publication drafts of outputs which use ePPOC data.
8. Make recommendations on research priorities to investigate important issues in the delivery of pain management services.
9. Review ePPOC's progress during the previous 12 months and contribute to the development of the work plan for the following year.
10. Review and advise on the scope of pain management services which may reasonably participate in ePPOC.
11. Provide ePPOC with regular updates regarding practice and standards within the pain management sector to ensure ePPOC remains contemporary and relevant.
12. Provide guidance on any significant variation identified through quality audit mechanisms.
13. Promote ePPOC's objectives and activities within the pain management and broader health sector through a range of activities and professional links.
14. Provide a forum for stakeholder feedback on matters relevant to ePPOC.
15. 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. It is expected that members attempt as far as possible to represent the interests and views of the organisation they are representing.

The CMAC membership will comprise the following:

- Clinical members from participating pain services. These members represent Australian and New Zealand adult and paediatric services (public and private), and Primary Health Network services. To ensure efficient operation of CMAC a maximum of 5% of ePPOC member services are able to be represented on CMAC. Where interest in participation exceeds 5%, CMAC will determine a selection policy to ensure equity of access to CMAC.

- Stakeholder members representing:
 - The Faculty of Pain Medicine, ANZCA
 - Australian Pain Society
 - Painaustralia
 - Accident Compensation Corporation
 - Transport Accident Compensation (TAC) and/or Worksafe
 - Consumers – co-opted on as needs basis for key projects and/or strategic priorities
 - State/territory government departments
 - University of Wollongong (UOW)
 - Any other funding bodies that underpin ePPOC service provision

- ePPOC members with the following roles:
 - Director ePPOC
 - Other members of ePPOC co-opted as required.

ePPOC staff provide input to discussions on a non-voting basis. Other members may be co-opted as required for specific projects, or specific periods of time.

Indigenous representation

The CMAC is committed to robust representation from Indigenous peoples from Australia and New Zealand. This representation must occur wherever key strategic initiatives are undertaken. This includes, but is not limited to, significant changes to the ePPOC data set, establishment of new quality improvement mechanisms, or other changes to ePPOC approach that require stakeholder input.

Terms of representation

The CMAC will be co-chaired by a representative from UOW and a clinician working in a pain service. Chairs and Members will be appointed for a minimum three-year term, with an option for reappointment for further three-year terms subject to CMAC approval. Members being considered for reappointment must excuse themselves from any deliberations. The UOW co-chair is appointed at the sole discretion of UOW.

Ratification of an individual's membership is confirmed by majority vote of the CMAC. The UOW appointed co-chair will have final determination in respect to any disagreements in respect of membership ratification or related matters.

Meetings

The ePPOC CMAC holds up to four meetings per year, comprising up to three videoconference and one hybrid meeting (face-to-face and online meeting). Where possible, the hybrid meeting will be aligned with the ePPOC Australasian Benchmarking workshop.

If a member is unable to attend a meeting, a nominated alternate delegate is to be sent. Secretariat functions for all meetings will be provided by ePPOC or UOW.

Quorum

A quorum of 50% of CMAC members is required for any meeting where approval or endorsement is sought for an issue on the meeting agenda. Where decisions are required outside of formal CMAC meetings, voting via email will be facilitated and will need to meet the same 50% quorum threshold.

Conflicts of interest

Where there is potential for a conflict of interest, including reappointment of members, CMAC members must declare this and remove themselves from the meeting while the matter is discussed. This also applies when decisions are being sought out of session, with respondents needing to clearly state their conflict of interest and abstention from the decision-making process.

VERSION HISTORY

- *Terms of reference developed April 2018 (v1)*
- *Reviewed March 2020 and May 2021 (v2)*
- *Updated November 2021 (v3)*
- *Updated April 2022 (v4)*
- *Updated October 2023 (v5)*