
Standardised pain, agitation and delirium practice guidelines subcommittee

Terms of reference

PURPOSE OF THE SUBCOMMITTEE

To be an expert group that guides, monitors and supports the development and testing of standardised pain, agitation and delirium assessment and monitoring practice guidelines.

OBJECTIVES OF THE SUBCOMMITTEE GROUP

The subcommittee objectives are to:

- use their expertise to contribute to the design and implementation of standardised guidelines for pain, agitation and delirium assessment and monitoring practice in critical care units
- support the lead site to measure the current understanding and practices of Victorian critical care clinicians in pain, agitation and delirium assessment and monitoring
- support all sites in the implementation of best practice through enhancing their ability to apply change management and quality improvement principles
- review and interpret the measures of implementation of the guidelines for pain, agitation and delirium assessment and monitoring
- promote the standardised pain, agitation and delirium practice guidelines to critical care clinicians across Victoria
- advise the clinical network on the next phase of the standardised pain, agitation and delirium guidelines.

TERMS OF REFERENCE FOR THE SUBCOMMITTEE

The subcommittee operates under the following terms of reference:

- encourage the generation of new ideas and the sharing of local innovation in quality improvement
- collaborate with peers and relevant bodies to promote and enable the effective implementation of the pilot
- identify recommendations for participating project sites to best achieve outcomes and provide strategies if sites have difficulties
- subcommittee members may also be required to undertake actions between meetings.

SUBCOMMITTEE COMPOSITION

The subcommittee will consist of members who have enthusiasm for improving the care of patients in Victorian critical care units, including:

- ICU / critical care clinicians of all disciplines and levels from a mix of sites (i.e. we want clinicians of varying experience levels to bring their expertise to the project e.g. post graduate critical care nurses, intensive care

registrars, critical care clinical pharmacists, nurse educators, critical care physiotherapists, social workers etc.

- members from Ambulance Victoria / Adult Retrieval Services Victoria
- members from Critical Care Clinical Network and Safer Care Victoria
- consumers with experience of intensive care as a patient or family member.

LENGTH OF MEMBERSHIP

The appointment will be for the length of this initial phase of the project from August 2018 to March 2019.

RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

Subcommittee members are expected to:

- actively contribute to meetings, project work and network activities
- consult with peers and other health professionals as well as local consumers
- bring ideas and local innovation to the subcommittee's attention
- promote the project within their department and organisation
- submit an apology to the secretariat if unable to attend
- sign a confidentiality agreement
- proxy representatives will be considered.

Time commitment

Subcommittee members need to attend four 2 hour tele/videoconference meetings and one half day workshop in Melbourne (see project timeline in Appendix 2). The proposed dates of the meetings are:

- 23 August 2018
- 4 October 2018
- 8 November (Workshop 1:30–5pm)
- 4 December 2018
- 21 March 2019.

The subcommittee meetings are structured with specific purpose and action plans. Agendas will include the topics and actions for each meeting with expected outcomes.

A quorum is achieved with 50 per cent plus one of members in attendance at a meeting within 20 minutes of the scheduled commencement time of the meeting.

Confidentiality

Members will not reveal any confidential or proprietary information entrusted in the course of their duties. Upon cessation of membership, and thereafter, the member shall not reveal any confidential or proprietary information, which they obtained while a member of the subcommittee, and may not use or retain, or attempt to use or retain, any such information, documents or data (See separate confidentiality form)