

# Terms of reference

## REVIEW OF CHIROPRACTIC SPINAL MANIPULATION IN CHILDREN UNDER 12

### Background and statement of purpose

On 8 March 2019, the COAG Health Council noted community concerns about unsafe spinal manipulation on children performed by chiropractors and agreed that public protection was paramount in resolving this issue.

The Victorian Minister for Health Jenny Mikakos has asked Safer Care Victoria to lead an independent review of the practice of spinal manipulation on children under 12 years, and for the findings of that review to be provided to her for reporting to the COAG Health Council, including any need for changes to the national law.

### 1. AIMS OF THE REVIEW

To examine and assess the available evidence, including information from consumers, providers, and other stakeholders, for the use of spinal manipulation by chiropractors on children less than 12 years of age.

To provide recommendations regarding this practice to the Victorian Minister for Health.

### 2. PROPOSED TIMELINE

It is expected that Safer Care Victoria will deliver a final report and recommendations within six months from commencement.

### 3. REVIEW METHODOLOGY

Safer Care Victoria will establish a panel that will be responsible for reviewing the available evidence and public submissions.

The review will consist of two principal elements:

- (a) A systematic review of the literature.
- (b) A call for public written submissions.

The panel will work collaboratively and use the systematic review and the evidence gathered from written submissions to inform Safer Care Victoria's final report and recommendations.

Safer Care Victoria will deliver the final report and recommendations to the Victorian Minister for Health.

#### **4. PANEL MEMBERSHIP**

Panel membership will include experts in healthcare evidence, governance, paediatrics, and in musculoskeletal care, and consumer representation. It is expected that panel membership will include, but not necessarily limited to, consumers, medical practitioners, allied health practitioners, and the relevant regulator agency, AHPRA.

Proposed membership

- (Chair) CEO, Safer Care Victoria
- Safer Care Victoria, Chief Allied Health Officer
- Safer Care Victoria, Chief Medical Officer
- Consumers
- Paediatric medical practitioners (including expertise in evidence translation)
- Paediatric allied health clinician with expertise in musculoskeletal practice
- Academic Allied Health professional (including expertise in evidence translation)
- Member, Chiropractic Board of Australia
- Member, Australian Chiropractors Association

Panel members will be approved and appointed by CEO Safer Care Victoria.

With the approval of the CEO Safer Care Victoria, there will be an ability of the panel to co-opt additional expertise as and when required and to commission a systematic review.

#### **5. DURATION OF EXPERT PANEL APPOINTMENT**

Members will be appointed for a fixed term to completion of the review. The duration of appointment will be approved by the CEO Safer Care Victoria on behalf of the Minister for Health. Prior to appointment, prospective panel members will be required to commit to the expected duration of the appointment. Should an appointed member unexpectedly find themselves unable to continue their membership they will be required to provide sufficient notice (2 weeks) to enable replacement of their relevant expertise.

#### **6. MEETINGS**

Fortnightly to commence then monthly from approximately June 2019, or as required.

#### **7. ADMINISTRATIVE SUPPORT**

The secretariat will be provided by Safer Care Victoria.

#### **8. GOVERNANCE ARRANGEMENTS**

The panel will be a time-limited function of Safer Care Victoria. The CEO of Safer Care Victoria will chair the review.

#### **9. DECLARATION OF PRIVATE INTERESTS AND CONFLICTS OF INTEREST**

All review panel members will be required to complete and submit a declaration of private interests prior to the first meeting. A register of these declarations will be held by Safer Care Victoria and made available to all review panel members.

At the beginning of each review panel meeting, members will be asked to declare any existing or new conflicts of interest as they relate to an agenda item under consideration at that meeting. The secretariat will record all such declaration in the minutes. A review panel member may be asked to absent themselves from the discussion of relevant agenda item. Should the Chairperson be required to absent themselves then an acting Chairperson will be appointed for the relevant agenda item(s).

## 10. CONFIDENTIALITY

Unless stated, all papers and discussions are confidential.

Review panel members are not permitted to share papers or other materials, or to relate panel discussions with any other parties without the permission of the CEO Safer Care Victoria.

## 11. SITTING FEE AND TRAVEL REIMBURSEMENT

### Remuneration

Members on the review panel attending meetings as a paid employee of their organisation will not receive sitting fees and travel reimbursement. Remuneration for consumers on the review panel will be in accordance with the Department of Premier and Cabinet's *Appointment and Remuneration Guidelines for Victorian Government Boards* (Guidelines). This panel is classified as a Group C Band 3 body as defined by the guidelines.

Member	Sessional rate
Eligible members	\$225.00 per day

Consumers on the review panel are entitled to the reimbursement of reasonable travelling and personal expenses that they incur as a result of their duties. Refer to the *Victorian Public Service Personal and Travelling Expenses Policy* for reimbursement terms and conditions. Members on the review panel attending meetings as a paid employee of their organisation will not receive sitting fees and travel reimbursement.

For attendance at meetings of two to four hours, consumers on the review panel will be remunerated at a half-day sessional rate. Meetings of four or more hours will be remunerated at a full-day sessional rate.

### Expenses

Consumers on the review panel are entitled to reimbursement of reasonable travelling and personal expenses that they incur as a result of their duties. Refer to the *Victorian Public Service Personal and Travelling Expenses Policy* for reimbursement terms and conditions.

In order to claim a reimbursement, members are required to:

- complete and sign the Personal Expense Claim Form
- attach receipt(s) for expenses
- submit the form to the Secretariat either at the meeting, via email or the post.

The Secretariat will submit the form to the Department of Health and Human Services payroll unit for processing and payment into the bank account details that been supplied on the form.