

Terms of Reference

REVIEW OF CHIROPRACTIC SPINAL MANIPULATION ON CHILDREN UNDER 12

Background and statement of purpose

On 8 March 2019, the Commonwealth of Australian Governments (COAG) Health Council (CHC) 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 MP, has asked Safer Care Victoria (SCV) 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 SCV will deliver a final report and recommendations within six months from commencement.

3. REVIEW METHODOLOGY

SCV 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 SCV's final report and recommendations.

SCV will deliver the final report and recommendations to the Victorian Minister for Health.

4. PANEL RESPONSIBILITIES

The panel will be a time-limited function of SCV. The Chief Executive Officer (CEO) of SCV will chair the review.

Role of the panel

The panel will advise on the review, enabling SCV to provide recommendations to the Victorian Minister for Health.

Specifically, the panel will:

- work collaboratively to develop and endorse the scope of this review,
- set the parameters for the literature searches and systematic review,
- determine the questions to be asked that will frame the call for public written submissions,
- use all evidence gathered to inform SCV's final recommendations.

Operating principles

Advice provided by the panel should be guided by the following key principles:

- reflects a person-centred approach to care, with an emphasis on supporting and empowering people to achieve their maximum health potential,
- has a key focus on the provision of high-quality health care delivery and improving health outcomes through consideration of a 'system-wide' approach,
- promotes a culture of continuous improvement through evidence-informed decision making
- is inclusive and collaborative in providing advice and respectful of diverse opinions, with all members having an equal voice,
- provides timely, independent and constructive advice based on 'on-the-ground' experience that translates into practical recommendations.

5. 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, Australian Health Practitioner Regulation Agency.

All members will use the breadth and depth of their knowledge, skills and experience to inform the work of the panel.

Proposed membership

- (Chair) CEO, Safer Care Victoria
- Chief Allied Health Officer, Safer Care Victoria
- Chief Medical Officer, Safer Care Victoria
- Consumer representatives
- 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
- Registered Chiropractor with paediatric experience

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

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

Duration of 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 of SCV 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.

Membership responsibilities

All members are expected to participate in at least 80 per cent of meetings.

Members must familiarise themselves with the issues to be covered for each agenda item, participate constructively in all debates and work together in providing pragmatic advice.

The names of panel members will be made publicly available and listed on the SCV website under the Terms of Reference for this review.

Code of conduct

Members are expected to discharge their duties with care and diligence, and must strive in the course of their work to uphold the operating principles of the Panel, and adhere to the following:

- members should approach deliberations in an impartial manner and should not reflect any organisational, sectional or vested interests.
- all papers produced for the Panel are for the exclusive use of its membership.
- members should not inappropriately use information that is discussed at the Panel meetings.
- members should not disclose publicly any information that is identified as confidential.
- all information that is to be made publicly available relating to Panel matters must be approved by the chair.
- members should disclose any real or perceived conflicts of interest before each meeting.
- members should not seek to gain any advantage through their membership of the Panel.

6. OPERATING PROCEDURES

Meeting frequency

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

Nine panel meetings have been scheduled for this review, two of which are extended meetings allowing for lengthier analysis and discussion by the panel. Additional meetings may be scheduled if urgent matters arise during this review. The advice of members may be sought outside of scheduled meetings.

Quorum

A quorum (defined as 50 per cent of members plus one) is required for meetings to proceed.

Conflict of interest

All review panel members will be required to complete and submit a 'Declaration of private interests' form prior to the first meeting. A register of these declarations will be held by SCV.

Any relevant information provided on the 'Declaration of private interests' form will be included with panel member details on the website.

Members are required to keep SCV informed of any changes to their interests to ensure that management strategies are put in place as needed.

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 the relevant agenda item. Should the Chair be required to absent themselves then an acting Chair will be appointed for the relevant agenda item(s).

Confidentiality

In some instances, members may be privy to information that is confidential and not in the public domain. Members will not reveal any confidential information entrusted during their duties. Upon cessation of membership, and thereafter, the member shall not reveal any confidential information, which they obtained while a member of the panel, and may not use, retain or attempt to use or retain, any such information, documents or data.

The Chair of the panel will advise of confidentiality aspects as they arise. Members are also requested to clearly indicate if any information they bring to the panel is confidential. All members acknowledge their responsibility to maintain the confidentiality of associated disclosed material.

All papers produced for the panel are for the exclusive use of its membership, and any information that is to be made publicly available relating to panel matters must be approved by the Chair.

7. MANAGEMENT

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 travel 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 travel 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.

Secretariat support

The secretariat support will be provided by SCV.