



Atrial Fibrillation Steering Committee

Terms of Reference

Purpose of the Atrial Fibrillation Steering Committee

To be an expert group that guides, monitors and supports the *Re-visiting Atrial Fibrillation (AF) in Emergency Departments (ED) and Urgent Care Centres (UCC) project*, under the auspices of the CCN INSIGHT Committee.

Objectives of the Atrial Fibrillation Steering Committee

The subcommittee objectives are to:

- Review/endorse the project plan
- Confirm the data requirements including data dictionary, definitions, etc.
- Endorse the Acute AF Flowchart
- Review Expressions of Interest (EOI) and ratify sites selected
- Use their expertise to contribute to, oversee and support implementation
- Review and interpret the data (before, after and comparison)
- Participate in investigator meetings
- Encourage the generation of new ideas and the sharing of local innovation in quality improvement
- Collaborate with peers, Emergency Medicine Physicians, Care of Older Persons and Stroke Clinical Leads to promote and enable the effective implementation of the project
- Identify recommendations for participating project sites to best achieve outcomes and provide strategies if sites have difficulties
- Committee members may also be required to undertake actions offline, between meetings

AF Steering Committee Composition

The committee will consist of the following types of members:

- Three Cardiologists
- Three Emergency Physicians (including at least one rural/regional – to be appointed)
- One representative from each of the Cardiac, Stroke, Emergency Care, and Care of the Older Person's Clinical Networks – the Network Clinical Lead, if available

- A list of members is at **Appendix 1**

Length of Membership

The appointment will be for the length of the project from 12 July 2018 – 11 September 2019.

Reporting Arrangements

The Steering Committee will report to the respective CCN and ECCN INSIGHT and Governance Groups.

Responsibilities of Steering Committee members

Steering Committee members are expected to:

- Actively contribute in meetings and network activities
- Bring ideas and local innovation to the committee's attention following consultation with peers, and other health professionals
- Promote the project within their department and organisation
- Submit an apology to the secretariat if unable to attend and send a proxy as appropriate
- Sign a Confidentiality Agreement and Conflict of Interest declaration

Time Commitment: Meetings

The expectation is that committee members will attend *a number of hourly meetings* (TBD) during the course of the project.

The committee meetings will have a prescribed structure, outlining the purpose and action plans for each meeting. Agendas will include the topics and actions for each meeting with expected outcomes.

A quorum is achieved with 50% 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).

Appendix 1

Members

- Dr. Mark Horrigan, Cardiologist, (Chair) Clinical Lead, Re-visiting Atrial Fibrillation in EDs and UCCs project
- Assoc Prof. Athur Nasis, Clinical Lead, Cardiac Clinical Care Network, Safer Care Victoria
- Prof. Peter Cameron, Clinical Lead, Emergency Clinical Care Network, Safer Care Victoria
- Assoc Prof. Andrew Wilson, Chief Medical Officer for Victoria and Cardiologist at St Vincent's Health.
- Assoc Prof. Peter Hand, Clinical Lead, Stroke Clinical Care Network, Safer Care Victoria
- Assoc Prof. Peter Hunter, Clinical Lead, Care of Older Persons Clinical Care Network, Safer Care Victoria
- Prof. Danny Liew Monash, Clinical Outcomes Research Co-Director, Centre for Cardiovascular Research, Monash University
- Dr. Michael Ben-Meir, Director of Emergency Medicine, Cabrini Health
- Dr. Thomas Chan, Director of Emergency Medicine, Austin Hospital
- Alastair Foster, Senior Project Officer, Re-visiting Atrial Fibrillation in EDS and UCCs, Safer Care Victoria
- Dervla O'Regan, Project Lead, Cardiac Clinical Network, Safer Care Victoria
- Gemma Ricketson, Manager, Cardiac, Stroke and Renal Clinical Networks, Safer Care Victoria