Resuscitation AUSTRALIA

Terms of Reference

Resuscitation Australia Clinical Application Committee

1. Introduction

The Clinical Application Committee (the Committee) of Resuscitation Australia is established to ensure the clinical accuracy and compliance of the Advanced Life Support (ALS) training programs developed by Resuscitation Australia. The Committee is responsible for ensuring that these programs are in strict alignment with the latest International Liaison Committee on Resuscitation (ILCOR) and Australian and New Zealand Committee on Resuscitation (ANZCOR) Guidelines, as well as the National Safety and Quality Health Service (NSQHS) Standards, including Standard 8: Recognising and Responding to Acute Deterioration.

2. Purpose

The purpose of the Committee is to:

- Ensure that ALS training programs reflect current clinical best practices and adhere to relevant guidelines and standards.
- Verify that the content and delivery of ALS training complies with ILCOR and ANZCOR Guidelines.
- Ensure that ALS training meets the requirements of the NSQHS Standards, including but not limited to Standard 8[1].
- Recommend updates and modifications to training materials and practices based on new evidence and guidelines.

3. Responsibilities

The Committee shall:

- Review ALS training content and methods to ensure alignment with ILCOR and ANZCOR Guidelines.

[1] Resuscitation Australia's Standards Adherence Matrix also identifies compliance opportunities against Standards 1, 2, 4 and 6.

- Monitor and assess training programs for compliance with NSQHS Standards, particularly Standard 8: Recognising and Responding to Acute Deterioration.
- Evaluate the clinical effectiveness of training programs through feedback, assessments, and outcomes analysis.
- Identify discrepancies or areas for improvement in training content and delivery and recommend necessary changes.
- Stay informed about advancements in clinical practices and guidelines to ensure training programs are updated accordingly.
- Work collaboratively with clinical experts, training developers, and other stakeholders to enhance training accuracy and effectiveness.

4. Membership

4.1 Composition

The Committee shall be composed of experts in resuscitation science, clinical practice, and education, including but not limited to:

- Chairperson (appointed by Resuscitation Australia's Advisory Board)
- Medical and clinical professionals specialising in resuscitation
- Academics and researchers in relevant fields
- Representatives from Resuscitation Australia's Instructional Design team
- Industry experts and advisors (as needed)
- Quality Assurance Specialists with expertise in compliance and quality management

4.2 Appointment & Tenure

- Members are appointed based on expertise and contributions to resuscitation science and training.
- Membership tenure is for a period of one to two years, to ensure continuity of representation, and based on individual preference.

5. Meetings

5.1 Frequency

- The Committee shall meet quarterly (four times per year).
- Additional meetings may be scheduled as necessary to address urgent matters.

- Meetings will be scheduled in advance, with dates communicated to all members at least one month before each meeting.

5.2 Quorum

- A quorum shall consist of at least 50% of the members, including the Chairperson.

5.3 Decision-Making

- Decisions shall be made by consensus. Where consensus cannot be reached, a majority vote will determine the outcome.

6. Member Expectations

Committee members are expected to:

- Attend and actively engage in all scheduled meetings.
- Review and analyse ALS training materials and provide constructive feedback.
- Contribute their expertise to ensure clinical accuracy and compliance with guidelines and standards.
- Maintain confidentiality regarding sensitive information discussed during meetings.
- Stay current with updates and changes in resuscitation guidelines and clinical practices.

7. Secretariat Support

Resuscitation Australia will provide all necessary Secretariat support to the Committee, including:

- Organising and scheduling meetings.
- Preparing and distributing meeting agendas and minutes.
- Managing correspondence and documentation.
- Providing logistical support for meetings and other Committee activities.

8. Reporting & Accountability

- The Committee shall report its findings and recommendations to Resuscitation Australia's Advisory Board.

- Meeting minutes and key decisions shall be documented and maintained for transparency and accountability.
- Regular audits and reviews shall be conducted to ensure ongoing compliance with ANZCOR Guidelines and NSQHS Standards.
- Reports will include a summary of activities, compliance status, recommendations for improvements, and any proposed changes to ALS training programs.

9. Review of Terms of Reference

- The Terms of Reference shall be reviewed annually, or as needed, to ensure continued relevance and alignment with Resuscitation Australia's mission and objectives.
- Amendments may be proposed by Committee members and must be approved by Resuscitation Australia's Board.

10. Confidentiality & Conflict of Interest

- All members must maintain confidentiality regarding sensitive information discussed within the Committee.
- Members must disclose any potential conflicts of interest before participating in discussions or decision-making.

Approval & Adoption

This Terms of Reference document is approved and adopted by Resuscitation Australia as of 1 January 2025 and will remain in effect until further review.