

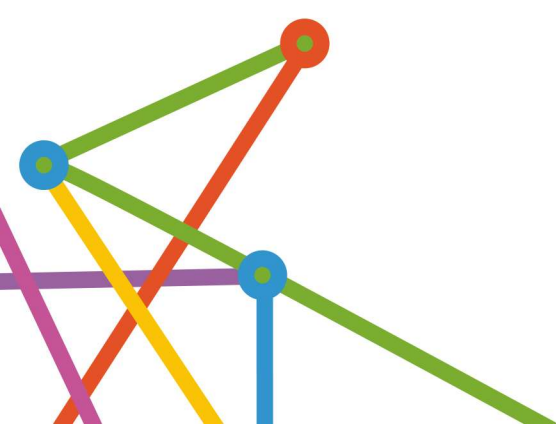


Steering Committee

Terms of Reference

Project ECHO - Alcohol and other Drugs

October 2021



1. Purpose

To guide the development and implementation of WA's first pilot of a project Extension for Community Healthcare Outcomes [ECHO] focused on improving provision of alcohol and other drug treatment and support within a primary care setting. Establishment of the AOD ECHO Network is one component of WAPHA's approach to improving access to specialist alcohol and other drug treatment and support for those that need it.

The Steering Committee will provide leadership, oversight and direction; monitor impact; progress relevant actions and contribute to project evaluation. The Committee will inform and participate in an initial series of AOD ECHO Network sessions, to be delivered between February-July 2022, and promote ECHO sessions and associated activities. ECHO panel members will be selected from Steering Committee members.

Key decisions to be made by the Committee include:

- Title of the AOD ECHO Network
- Topics for initial series of ECHO sessions and didactic presentations
- Selection of presenters, facilitators and panel members for ECHO sessions
- Frequency, duration and timing of sessions
- Endorsement of evaluation plan.

2. Frequency and procedures

Members will meet according to the schedule per item 12. Meetings will be online. The Chair, with support from the WAPHA Project Officer, is responsible for ensuring meetings are run to an agenda and that minutes are maintained to capture and progress agreed actions. The Chair is also responsible for modelling the principles of Project ECHO within Steering Committee activity and fostering a supportive environment for multi-disciplinary discussion.

The Project Officer is responsible for provision of secretariat support including scheduling of meetings, preparation of meeting papers and monitoring actions. It is the Project Officer's responsibility to support the committee through the provision of relevant quantitative and qualitative information to inform their direction.

The first two meetings will be held in close proximity and six weekly thereafter. Extraordinary meetings may be called at the discretion of members. Document review may be required between meetings.

3. Quorum

50% of members plus one member and the Chair. Meetings will proceed without a quorum. However, decisions may be deferred or endorsed out of session.

4. Structure

The Steering Committee may establish working groups through which to progress discrete areas of work. Members come together for structured meetings on a regular meeting schedule. Review of documents in between meetings may be required.

5. Group members

Members are invited to join on the basis of their knowledge, skills and expertise combined with the capacity to take or directly influence actions that will progress establishment and implementation of the initial pilot of Project ECHO in WA.

Members are expected to demonstrate a commitment to:

- Continuous quality improvement
- Evidence-based practice
- Maintaining fidelity of the Project ECHO model, including the principle of "all teach all learn"
- Operating within their scope of practice
- Interprofessional collaboration
- Development and expansion of the primary care workforce
- Reducing stigma and discrimination and improving health and wellbeing outcomes for people

impacted by alcohol and other drug use.

6. Proxies

Membership can only be extended to Proxies in discussion with the Chair. Consistency of Steering Committee representation is viewed as an important success factor in this project. Recommendation for additional members can be made to the WAPHA Project Officer for consideration.

7. Level(s) of participation

WAPHA will collaborate with this group, and therefore commits to shared development of ideas and shared decision-making. To this end, WAPHA will use engagement methods designed to Inform, Consult and Collaborate. For more information, refer to the Stakeholder Engagement Framework on WAPHA's website.

8. Paid participation

Attendance at meetings of Steering Committees does fall within the scope of the WA Primary Health Alliance Paid Participation Policies. General Practitioners, Specialists and Allied Health professionals will be reimbursed for their time if their participation requires that they relinquish session fees. Consumers/carers/family members will be reimbursed for their time if they are not supported to attend within an existing paid role.

9. Amending the Terms of Reference

This Terms of Reference is based on the standard template used for all Steering Committees across WA Primary Health Alliance. They must not be amended, varied or modified. Any specific roles, responsibilities and membership within the standard scope may be added at section 11.

10. Document management

Document sharing methods will be agreed at the first meeting by the members.

11. Specific roles, responsibilities and membership

Agreed membership

Name	Role	Organisation (where member is participating in their employed role)
TBC	Chair	TBC
TBC	Project ECHO Facilitator	TBC
Dianne Bianchini	Portfolio Manager, Primary Care Innovation	WAPHA
TBC	General Practitioner (AOD Specialist / advanced)	TBC
TBC ECHO	General Practitioner (Early career / special interest)	TBC
Dr Richard O'Regan	Addiction Consultant Specialist	Royal Perth Hospital
TBC	Pharmacy/Allied Health/Nursing	TBC
TBC	Aboriginal Health Practitioner	TBC
TBC	Next Step (Drug and Alcohol Clinical Advisory Service lead)	TBC
TBC	Service User (Patient/Consumer)	TBC

12. Planned meeting schedule

Date	Duration	Time	Location
22 November 2021	50 minutes	5:10pm – 6pm	Virtual (Zoom)
6 December 2021	50 minutes	5:10pm – 6pm	Virtual (Zoom)
17 January 2022	50 minutes	5:10pm – 6pm	Virtual (Zoom)
28 February 2022	50 minutes	5:10pm – 6pm	Virtual (Zoom)
11 April 2022	50 minutes	5:10pm – 6pm	Virtual (Zoom)
23 May 2022	50 minutes	5:10pm – 6pm	Virtual (Zoom)
4 July 2022	50 minutes	5:10pm – 6pm	Virtual (Zoom)