



Aged Care Working Party Terms of Reference

Background

Speech Pathology Australia (the Association) has identified ageing and aged care as strategic priority areas.

The Association's Aged Care Working Party (ACWP) has been established to bring together a panel of experienced speech pathologists with clinical and research expertise in ageing and aged care to inform the profession's strategic response to aged care reforms. Furthermore, the input of this group will guide formulation of clinical and professional recommendations based on the best available evidence and expert opinion.

The National Aged Care Advisor will seek advice and guidance from the ACWP. The advice will include short-term actions and longer term strategies. Ultimately, this aims to strengthen the profile of the speech pathology profession in the aged care sector and optimise the health and wellbeing of older Australians.

A consensus view on all key issues will be sought.

Aims

The aims of the ACWP are to assist the National Aged Care Advisor to:

- Inform the scope of work for the National Aged Care Advisor.
- Assist identification of priority areas informing the Association's strategic response to aged care reforms and future direction in the area of aged care.
- Guide The Association's recommendations to promote evidence based services and models of care for older Australians.
- Identify priority areas for future research and the development of key member resources and support strategies.

Roles & Responsibilities

The role of the ACWP will be to:

- Discuss the reform agenda and policy directives to identify opportunities and challenges facing the profession.
- Provide expert content advice, responding to specific requests received by the Association relating to ageing and aged care issues.
- Provide review of and input into submissions and core Association documents pertaining to ageing and aged care issues.
- Liaise with clinicians, researchers, and other key stakeholders via professional / state based networks with an interest and expertise in ageing and aged care to gather information, diverse perspectives, and clinical case studies.
- Provide advice regarding key issues facing the speech pathology workforce in the aged care sector (e.g. workforce issues, service delivery models, gaps in services, scope of practice, competency).
- Advise on sources of evidence and best practice.



- Provide direction for the translation of legislative programs relevant to speech pathology and best available evidence into professional practice with older people.
- Contribute to the development of training and education materials for training aged care workers within a variety of roles
- Assist in development of training and education programs for My Aged Care staff.

The ACWP will act in an advisory capacity. Individual members may also contribute to specific aged care projects via working parties.

ACWP Membership

- The ACWP will be chaired by the National Aged Care Advisor. The chair will be supported by a minimum of 4 core committee members. It should have no more than 8 members.
- The ACWP will comprise a mix of clinicians and researchers with an interest and expertise in the aged care sector.
- ACWP members will be current practicing members of the Association, contributing current in-the-field sector experience and wider professional experience.
- Members will be recruited through an open and targeted nomination process.

The chair may invite ad hoc members to attend particular meetings or join the ACWP for a defined time period. *Ad hoc* members follow the same rules and procedures as core members and provide advice on a particular topic or agenda item.

Chair Roles & Responsibilities

The National Aged Care Advisor will chair the ACWP. The roles and responsibilities of the chair will be to:

- Schedule and chair meetings of the ACWP, held on a needs basis.
- Coordinate the preparation of submissions or core Association documents relating to ageing and aged care issues.
- Consult with members of the ACWP on an individual basis to complete submissions and respond to issues as they arise via phone or email.
- Report to the Board regarding the activities and outputs of the ACWP.
- Prepare meeting agendas and minutes of meetings for timely circulation to the ACWP.

Member Roles & Responsibilities:

- Attend any meetings of the ACWP scheduled and respond to email correspondence.
- Review and contribute knowledge to submissions and formal requests for information.
- Review and appraise material identified to inform planning and implementation of the Association's strategic response.
- Promote the broad dissemination of any resources developed or consensus recommendations.
- Potentially to assist with the delivery of training to My Aged Care Staff (e.g. contact centre staff, Regional Assessment Services (RAS) assessors) using training material developed by the Association.

Quorum:

There is no quorum.

Frequency:

- The ACWP will meet on an ad hoc basis via email or teleconference. Most communication will be by telephone and email.