

ANZIC-RC Critical Care Nutrition Consumer and Community Advisory Committee (CCAC)

Terms of Reference

A National Platform for Improving Quality of Nutrition Care for Adults with Critical Illness (NUTRIENT 2)

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Change Record

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Project Background

The full project title is 'A national platform for improving quality of nutrition care for adults and children with critical illness (NUTRIENT 2)' and is split into three streams. Stream 1: The consumer experience of nutrition; Stream 2: Clinical data collection of nutrition practice and provision and Stream 3: new models of nutrition care. Our overall project governance structure consists of a steering committee and stream level management committees. As part of this process, the first adult Consumer and Community Advisory Committee (CCAC) for critical care nutrition in Australia has been established. The committee will inform across all elements of the project, including the development of all future models of care and a national research agenda for adults with critical illness. A separate CCAC will be established for children.

This project is funded by a 2022 MRFF (Medical Research Future Fund) Clinician Researchers – Nurses, Midwives and Allied Health grant over a 4-year period (2023-2027). The project is a partnership with consumers, multidisciplinary critical care clinicians, 54 health services and 4 industry partners.

Vision

The vision of the Critical Care Nutrition Consumer and Community Advisory Committee aligns with the vision of the ANZIC-RC Consumer and Community Connection Committee (ANZIC-RC-CONNECT), a committee housed at the ANZIC-RC for the wider critical care community.

The vision of the Critical Care Nutrition Consumer and Community Advisory Committee is:

To promote active partnerships between consumers, clinicians and researchers in critical care nutrition within Australia and New Zealand and facilitate research of the highest quality that is person centered, accessible and meaningful to consumers.

Aims

The nutrition CCAC will have oversight of all project activities, bringing the consumer perspective to all aspects of the NUTRIENT 2 project. This will be achieved through the following objectives:

- Participating in study design for all streams, including data collection elements
- Providing input into planning, implementation and translation of results
- Providing input into the planning, implementation and dissemination/translation of all new models of care
- Ensuring outcomes and models of care align with consumer preferences and need
- Providing insight into research priorities for the future from the consumer perspective

Membership

The ANZIC-RC Critical Care Nutrition Consumer and Community Advisory Committee will include 6-8 consumer members appointed for a 2-year term (including 2 consumer co-chairs).

Consumer members can be anyone who has been a patient or a family member/whānau/care giver of someone who has been admitted to an intensive care unit within Australia or New Zealand.

Members will be appointed via an advertising and expression of interest (EOI) process with the ANZIC-RC Nutrition Program Lead and the nutrition CCAC Co-Chairs. A review of membership will occur annually, where members of the nutrition CCAC will meet with the chair or discuss their experience and provide feedback. Members may be eligible for renewal for a further term in accordance with CCAC needs, status of committee membership at the time and if the member wishes to continue.

Governance

This nutrition CCAC is established by the Nutrition Program at ANZIC-RC and is based within the School of Public Health and Preventive Medicine at Monash University, Melbourne, Australia.

The study structure can be seen in Figure 1, which outlines the relationships and roles among the different stakeholders in the project . The nutrition CCAC will report to the overall study steering committee, with the 2 consumer co-chairs sitting on the steering committee. The consumer co-chairs will provide an update about the CCAC activities to the steering committee. The consumer representatives will directly report to the co- chairs of the committee and indirectly report to the ANZIC-RC Nutrition Program Lead.

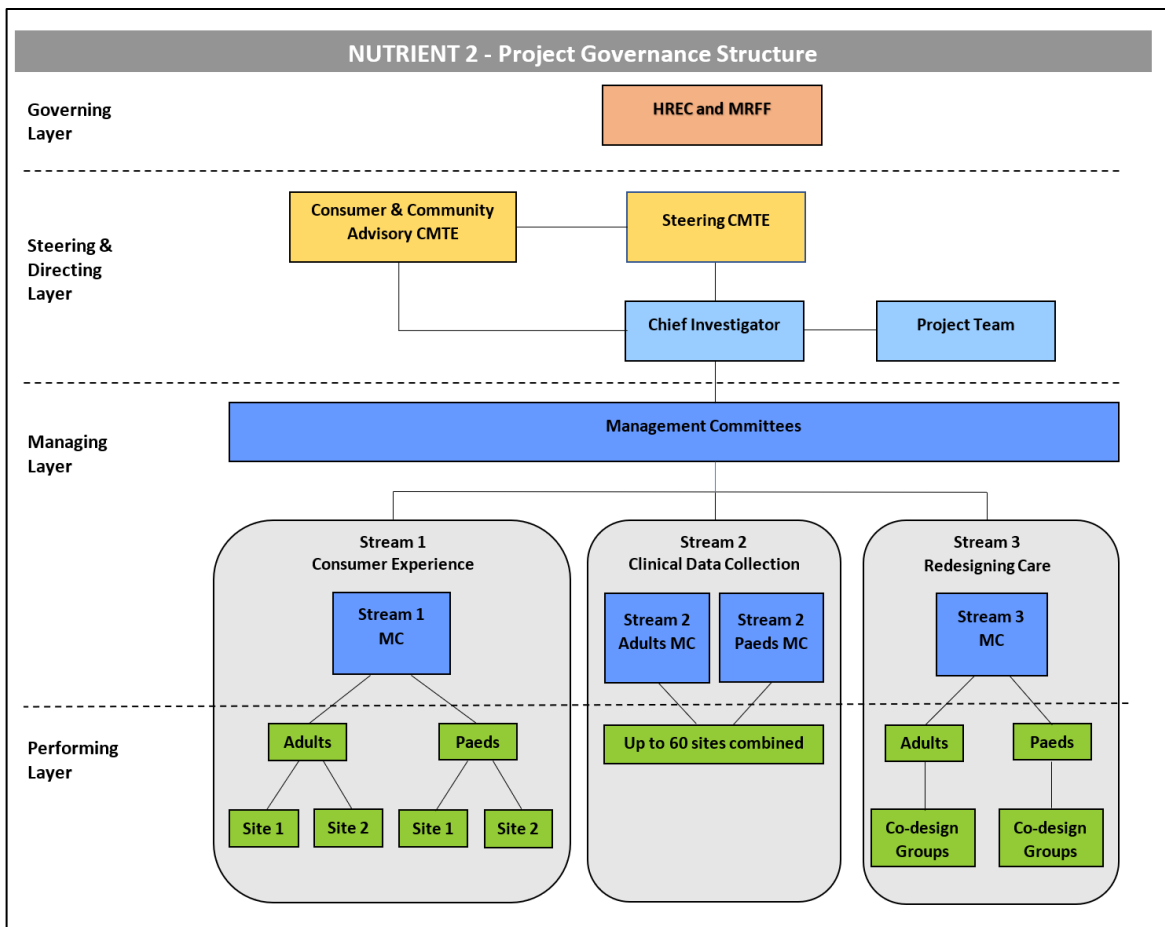


Figure 1. NUTRIENT 2 Project Governance Structure

Leaving the CCAC

A member of the CCAC may resign by writing, signed by that person and delivered to the CCAC Co-Chairs and the Lead of the Nutrition Program. Although not anticipated, the ANZIC-RC Nutrition Program Lead may remove a member of the committee at its discretion if deemed appropriate, including for non-attendance without explanation at more than 3 of the 4 annual meetings

Confidentiality Agreement

Written declarations of confidentiality will be submitted on appointment to the CCAC and archived by the CCAC secretariat.

Conflict of Interest

Written declarations of conflict of interest/s will be submitted on appointment to the CCAC and archived by the CCAC secretariat. This is affirmed at the attendance of every meeting

At times the committee member may have confidential information shared with them. Such information is required to remain confidential due to its nature. Conflict of interest must be declared in order to maintain the integrity and credibility for the committee.

Meeting Procedure

Frequency of meetings

- Meetings will be held quarterly. Special meetings may be convened as required.
- Meeting dates will be set at the commencement of each calendar year.
- Meetings will be conducted face to face or by teleconference.
- A Co-Chair may appoint a member of the CCAC as Interim Co-Chair, in case of absence

Attendance

Members of the CCAC must attend a minimum of three meetings per calendar year.

Quorum requirements

For meetings to be effective, a majority of the committee must be in attendance for key decision making.

Decision making

Decisions shall be by consensus where possible, with the casting vote to be taken by the Chair if necessary. The Co-Chairs shall agree prior to each meeting which one of them will chair and have casting votes for that scheduled meeting.

Secretariat support

Secretariat support for the CCAC is provided by the NUTRIENT 2 project team.

Agenda, papers and minutes

Where practicable, the agenda together with reports and documents that relate to the group will be forwarded to members in sufficient time to enable consideration prior to meetings.

The Secretariat will minute all meetings and will circulate these to the CCAC.

Grievance Procedure

The ANZIC-RC is committed to resolving complaints fairly, reasonably and promptly. A complaint may be made in person or in writing. The first point of call should be the Co-Chairs of the group, then the ANZIC-RC Nutrition Program Lead.

Remuneration and Expenses

This is a voluntary appointment and there is an honorarium associated with the positions. This will be discussed with you on joining and is detailed in the ANZIC-RC Reimbursement and Remuneration document. All expenses incurred in travelling to the meeting and during the meetings will be met or reimbursed by the ANZIC-RC.

Review of Terms of Reference

The terms of reference should be reviewed annually or updated to reflect any changes. All changes will be presented to the committee for feedback and approval.