

Australian Asthma Handbook Guidelines Committee

Expression of interest for members who are:

- **clinically active in General Practice and have a passion for evidence-based medicine**
- **able to advise on research and interpretation of clinical evidence which will improve asthma health outcomes**

The National Asthma Council Australia (NAC) is seeking two motivated and engaged members for its Australian Asthma Handbook (AAH) Guidelines Committee. The AAH is Australia's national guidelines for asthma management. It provides evidence-based, practical guidance for health professionals diagnosing and managing asthma in adults and children in primary care.

The ideal candidates will add value and contribute to Committee decision-making and guide the development of recommendations and commentary for the Guidelines. Expressions of interest (EOI) from GPs in rural or regional practice would be particularly welcome.

Members must be able to attend meetings via video or teleconferences. Occasional face-to-face meetings might be necessary. This is a voluntary position and only expenses will be covered.

About the organisation

The NAC is a not-for-profit organisation and is the lead authority for asthma. Our aim is to reduce the impacts of asthma – health, social and economic by working to build Australia's capabilities in helping people with asthma to breathe well. The organisation has a clear strategic plan that focuses on the strengths of the organisation and its member bodies.

The NAC is a collaboration of four member bodies: the Australasian Society of Clinical Immunology and Allergy, the Australian Primary Health Care Nurses Association, the Pharmaceutical Society of Australia and the Royal Australian College of General Practitioners. Representatives of these organisations comprise the NAC Board alongside independent Directors.

The AAH Guidelines Committee reviews the final draft of the AAH before each major update is finalised. The AAH is published by the NAC. The AAH Guidelines Committee currently has eight members and it is chaired by Dr Nick Zwar.

For further details please refer to the attached AAH Guidelines Committee Terms of Reference.

Selection criteria

AAH Guidelines Committee members must have an appropriate range of skills, knowledge and experience to enable the Committee to properly carry out its responsibilities. Members must have the ability to:

- Advise on research and interpretation of clinical evidence
- Advise on the needs of target readers (mainly primary care health professionals)
- Guide development of the clinical questions that form the scope of the handbook
- Guide the development of recommendations and commentary.

In addition to the above, all members should:

- demonstrate integrity and ethical practice
- be active and collaborative contributors
- disclose any actual or perceived conflict of interest.

Please send an EOI of 2-3 pages by 26 November 2021 to
Rhonda Cleveland (Operations Manager): rhonda.cleveland@nationalasthma.org.au

AUSTRALIAN ASTHMA HANDBOOK GUIDELINES COMMITTEE

1. Purpose

The Australian Asthma Handbook is Australia's national guidelines for asthma management. It provides evidence-based, practical guidance for health professionals diagnosing and managing asthma in adults and children in primary care.

The Handbook is proudly published by the National Asthma Council Australia. A Guidelines Committee oversees the Handbook's development.

2. Role and responsibilities

The Committee's roles are to:

- guide development of the clinical questions that form the scope of the handbook
- advise on the needs of target readers (mainly primary care health professionals)
- advise on the composition and membership of the working groups
- advise on research and interpretation of clinical evidence
- guide the development of recommendations and commentary
- consider stakeholder submissions during the review stage and advise on amendments
- occasionally act as spokespeople on behalf of the NAC.

The Guidelines Committee reviews the final draft of the Handbook before each major update is finalised, to ensure consistency across sections, identifying gaps or unnecessary duplication as well as checking all content section-by-section.

The valued contribution of the Committee Members is acknowledged on the Handbook website.

3. Membership and term of appointment

The Committee's membership and terms of appointment:

- The Chair of the Guidelines Committee is an independent chair who is appointed by the NAC Board and is not an NAC Director.
- The Guidelines Committee reports to the Board via the Chief Executive Officer (CEO).
- Members of the Guidelines Committee are appointed by the NAC CEO in consultation with the Chair of the Guidelines Committee.
- Members contribute their knowledge and/or clinical experience of asthma and join a select group of national leaders in the field to ensure that Australian Asthma Handbook remains a touchstone for primary care professionals.
- The period of appointment is generally three years, with the option to renew for two further periods of three years to a maximum of nine years.
- The NAC Board reserves the right to terminate the membership of any individual from the Guidelines Committee at its discretion.

4. Obligations of members

Members of the Guidelines Committee have an obligation to:

- Act honestly and fairly in the best interests of the NAC and for its charitable purposes
- To not misuse their position, and
- To disclose any actual or perceived conflict of interest.

5. Conflict of interest

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the NAC. Personal interests include direct interests as well as those of family,

TERMS OF REFERENCE

friends, or other organisations a person may be involved with or have an interest in. It also includes a conflict between a member's duty to NAC and another duty that the member has (for example, to another charity or business). A conflict of interest itself does not imply any wrongdoing, but managing conflicts of interest is essential to maintain the integrity of the NAC.

The Chair and Members are asked to sign a Letter of Agreement in relation to confidentiality and conflict of interest upon appointment. Conflicts of interest are updated annually, and members are required to declare potential, perceived or actual conflicts for each meeting/matter being considered so that all conflicts of interest are acknowledged and managed.

6. Meeting operations

Chair role and responsibilities

The Chair:

- acts as a link between the Committee Members and the NAC
- approves the Guidelines Committee agenda
- ensures the meetings run on time
- ensures that all agenda items are discussed
- leads the group and ensures that the will of the meeting prevails
- is responsible for planning and facilitating the Committee Meetings and the work of the Committee.

7. Member roles and responsibilities

Members will:

- contribute their expert knowledge in a constructive manner to ensure that the purpose of the Committee is achieved
- attend the meetings on the nominated date and time
- complete the designated actions within the timeframes agreed
- maintain confidentiality

8. Quorum

Fifty per cent (50%) of all members shall be a quorum, which figure shall be rounded upwards where a fraction arises.

9. Remuneration

Member do not receive payment but will be supported to attend meetings in line with the NAC's Travel Policy, where in-person meetings are held.

10. Teleconference and videoconference

Most meetings will be conducted via videoconferencing or by teleconference. Occasionally face-to-face meetings might be necessary.

11. Secretariat

The Committee is supported by a secretariat which works under the direction of the CEO and the Chair of the Committee. The secretariat will produce written notes and minutes of each formal meeting held within two weeks of the meeting.

12. Frequency of meetings

Committee members meet during the development of a Handbook update, which happens annually. Depending on the size of the update, the process takes anywhere between four to 10 months. During the development, members will be required to attend multiple teleconferences or video conferences depend on the scope of work, and one to three in person meetings. Communications outside of the Handbook update will be conducted via email only.