

January 2004

DEVELOPMENT OF EVIDENCE-BASED GUIDELINES FOR THE REHABILITATION OF PEOPLE WITH TRAUMATIC BRAIN INJURY

Draft Terms of Reference

1 Objectives:

To produce a full, detailed, best practice, evidence-based guideline on the diagnosis, management and rehabilitation of people with TBI in New Zealand, including adults and children. It will include:

- systematic comparative reviews of the evidence for assessment measures used for people with TBI, their accuracy and their relative effectiveness;
- a systematic comparative review of the therapeutic and rehabilitative interventions and their relative effectiveness;
- a systematic review of prognostic indicators for people with TBI which will inform the therapeutic and assessment reviews;
- graded evidence-based recommendations for assessment and management for best outcomes for people with traumatic brain injury.

The guideline development team (GDT) will provide advice on implementation of the guideline, and suggestions for resources required to support the guidelines. The guideline team will also be asked to provide advice on the content and materials for consumer information, and performance indicators for measuring the effectiveness and impact of the guideline

2 Membership:

The GDT will comprise representatives of all the main stakeholder groups, including the following:

- Neuropsychology and clinical psychology
- Neurosurgery
- Rehabilitation /Neuro-rehabilitation
- physiotherapy
- occupational therapy
- Consumer/ family representatives/ carers' organisations
- Maori representatives
- Pacific people representative/s
- Paediatric rehabilitation
- Speech language therapy
- Nursing
- Radiology
- Emergency / intensive care specialty care
- Disability support (Disability Resource Centre)
- DHB management
- Residential and non-residential care providers.
- General Practice
- Education

Project-specific training in Guidelines-development process will be provided to all team participants by NZGG.

All members of the team will be required to declare any relevant or perceived competing interests.

3 Functions:

The GDT will:

- Refine the details of the scope of the guideline;
- Prioritise the topics;
- Refine the initial questions to be answered,
- Review evidence sources (including existing guidelines) and evidence tables that have been identified and appraised by the project researchers;
- Where evidence is lacking, inconclusive or ambiguous, develop recommendations through the considered judgement process;
- If enough data is available, develop a comprehensive balance sheet that identifies benefits, harms of different practices;
- Review and provide comment on drafts of the guideline;
- Circulate the guideline to relevant interest groups for peer review and comment;
- Finalise the guideline;
- Prepare resources to support the implementation of the guideline.
- Identify an implementation strategy for the adoption of the guideline.

The Code of Health and Disability Services Consumers' Rights and the Treaty of Waitangi will guide all of the work undertaken by the GDT.

4 The NZGG Project Management

The NZGG will provide administrative support and coordination for meetings etc. The Guideline development work and other associated projects will be coordinated and managed by the NZGG project manager, supported by an experienced researcher.

The project manager and researcher will perform the literature searching and critical appraisal and develop evidence tables. The project manager, together with the chair, will develop the draft versions of the guideline for comment, and coordinate the incorporation of comment from consultation. She will also coordinate international expert (peer) review of the completed guideline prior to publication.

5 Meetings of the GDT

Meetings will be chaired by the GDT chair, Harry McNaughton.

Meetings will be conducted either face to face or via teleconference. In some instances email will be used to discuss issues with group members. Some parts of the guideline process will require members to work alone or in small groups to prepare for the meetings.

Team members should endeavour to attend each meeting. If this becomes a problem they should notify the chair of the team and a replacement person will be identified.

6 Disbursements

NZGG will pay fees for team meetings – currently this is \$350 per day. Other expenses will also be paid by NZGG such as airline fares, taxi fares, parking and accommodation. Travel arrangements will be made by NZGG. It is currently NZGG policy not to pay fees for teleconferences.