MATERNITY AND NEWBORN CLINICAL GUIDANCE eHANDBOOKS COMMITTEES

Expressions of interest

OFFICIAL

Safer Care Victoria is seeking to establish a Guideline Governance Committee (GC) and Expert Working Groups (EWG) which possess knowledge of guideline development processes and research methodology. Consumers and First Nations people are also encouraged to apply to be part of these groups.

# Who are we looking for?

1. An overarching GC will be formed to endorse updated guidance and resolve areas of concern, comprising of senior and experienced maternity and newborn leaders from health services across the state.
2. Two EWGs will be formed to assist the Guidance team to update the maternity and neonatal eHandbooks. State-wide expertise is sought from across both disciplines from clinicians who are familiar with guideline development processes.
3. We also invite representation from Consumers and First Nations people who have an interest in the development of state-wide maternity and newborn guidelines. In particular, those with recent experience of Victorian maternity and newborn services.

# What are the maternity and neonatal eHandbooks?

## Neonatal eHandbook

* The history of the neonatal eHandbook pre-dates the creation of Safer Care Victoria (SCV), a testament to its enduring relevance and importance.
* This resource currently comprises 102 guidelines, which owes much of their quality and usefulness to the previous neonatal eHandbook committees.
* These experts dedicated countless hours to update and consolidate the handbook's content, while also making recommendations for its future improvement.
* The neonatal eHandbook remains a trusted and indispensable guide for healthcare professionals caring for neonates in Victoria. Recommendations will now be updated and strengthened.

## Maternity eHandbook

* The maternity eHandbook was created by SCV in 2018.
* It houses 24 guidelines pertaining to pregnancy, labour, birth, and the post-partum period. Many of these guidelines need to be refreshed with updated evidence for care.

# About the opportunity

## Governance Committee

The GC will be responsible for the oversight and endorsement of updated guidelines and offer advice to resolve contention, where evidence is lacking or equivocal.

## Expert Working Groups

The EWGs will join the Guidance team to review the content of each guideline in the eHandbooks, analyse the latest high-level evidence, present evidence tables, and make recommendations for inclusion or change to existing guidelines. At this stage, no new guidelines will be created, unless they form part of existing guidelines to be merged.

## Consumer Representatives

Consumer and First Nations representation is essential to updating these guidelines. Their contribution will be as an equal partner in the work, their voice will be heard and respected.

Expected time commitment: approximately 8-10 hours per month. The tenure of the groups will be dependent upon the time to complete the guideline updates or two years from commencement.

# What will Safer Care Victoria provide?

* The opportunity to be associated with the state’s leading agency for quality and safety.
* Your name published as a contributor to updated, evidence-based guidelines.
* As a consumer, your time will be remunerated in line with our guidelines.
* As a consumer, you will have access to our Lead Consumer for peer support as required.
* Technical support to help facilitate your remote participation in meetings if needed.

# How do I apply?

Fill out the Expression of interest form below, clearly indicating which group you would like to be part of. Email it, along with your curriculum vitae to:

## [clinicalguidance@safercare.vic.gov.au](mailto:clinicalguidance@safercare.vic.gov.au)

## Applications close 11:59pm Friday 2nd June 2023.

Applications will be reviewed by a Safer Care Victoria panel. All applicants will be notified if they have been shortlisted. Shortlisted applicants will be contacted by the Guidance team for an informal discussion prior to formalising appointments.

# For more information contact any of the clinical guidance team:

Wendy Cutchie, Anna Power, Miriam Brown: [clinicalguidance@safercare.vic.gov.au](mailto:clinicalguidance@safercare.vic.gov.au)

To learn more about Safer Care Victoria, visit our website. [www.bettersafercare.vic.gov.au](http://www.bettersafercare.vic.gov.au).

For more consumer information, read our [Guide for Consumers](https://www.bettersafercare.vic.gov.au/support-and-training/partnering-with-consumers/consumers).   
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Expression of interest form

## Contact details

Title:  
First name:   
Last name:   
Email address:   
Preferred contact number:

Preferred committee(s):

Governance Committee

Maternity Expert Working Group

Neonatal Expert Working Group

Consumer (including First Nations Consumers)

## I have attached a letter of support from my employer

## Selection criteria questions

Please prepare answers to the following questions (no more than two pages in total).

1. **Why are you interested in this role?***For example, briefly describe how your clinical or your lived experience and other knowledge and skills that would be of value to the team.*
2. **What experience do you have representing consumers or communities?**

*For example, working groups, committees or reviewing resources.*

1. **What is your availability to commit to working with the Guidance team?**

*For example, if you are only available on specific days or times.*

1. **Would you require any support to participate? If yes, how could we support you?**   
   *For example, technical support, accessibility, or communication preferences.*