

## Pathways of Care Longitudinal Study

### Study Working Group (SWG) Terms of Reference

*[Updated members as at January 2019]*

#### Introduction

The Pathways of Care Longitudinal Study (POCLS) collaborative governance framework includes experts from FACS, universities, other government and non-government agencies. In addition to the Chief Investigator who is responsible for leading the POCLS and ensuring that the overall conduct of the POCLS aligns with the ethics approvals granted, there are two working groups:

- **Study Working Group** consisting of external experts including academic, data collection and data management experts; FACS policy officers from Commissioning, Their Futures Matter, Office of the Senior Practitioner and Aboriginal Outcomes; and FACS officers responsible for managing and undertaking the study. This group was established in 2011 and is responsible for design, implementation and analysis. As required, the Study Working Group sub committees undertake specific research tasks such as questionnaire development, data collection methods, data analysis and reporting.
- **Study Advisory Group** including FACS policy experts and representatives from NSW Health, NSW Department of Education, NSW Department of Justice, CREATE Foundation, Aboriginal Child, Family and Community Care State Secretariat, Adopt Change (carer advocacy), Association of Children's Welfare Agencies, Office of the Children's Guardian, NSW Ombudsman. This group was established in 2017 and is responsible for providing high level advice and direction, identifying key policy questions, and interpreting results and knowledge translation. The Advisory Group also plays a critical role in promoting the profile of the POCLS within FACS, other government agencies and among key stakeholders. The Advisory Group is not a decision making body but will provide advice and make recommendations.

From 2019, the POCLS will report to the FACS Board twice a year. The POCLS will also report to the most appropriate FACS sub-committee as directed by the Deputy

Secretary, Corporate Services to ensure the data insights are considered to maximise the potential of new evidence to inform policy and practice.

This Terms of Reference (ToR) updates the purpose and role of the POCLS Study Working Group now that the study has progressed to the longitudinal analysis stage and the role of the group was expanded to include insights and policy implications from the data. The ToR may be revised when major changes to the group's structure or function occur.

## Membership

Membership will change to serve the needs of the longitudinal study. While membership has been stable since 2011, it has changed slightly and at the start of 2019 includes:

- Research staff from FACS Insights, Analysis and Research
- Professor Judy Cashmore – advice
- Professor Paul Delfabbro – advice
- Professor Ilan Katz – advice
- Dr Fred Wulczyn – advice
- Dr Johanna Watson – advice
- Dr Paul Gray AbSec – advice
- Sax Institute – advice and data management
- Iview – advice and data collection

The membership was expanded in May 2018 to include FACS staff. It has changed slightly and at the start of 2019 includes:

- Commissioning: Daniel Barakate, Director, Child and Family, Design and Stewardship
- Aboriginal Outcomes: Bianca Jarrett, Manager, Inclusion & Early Intervention, Commissioning
- Their Futures Matter: TBC
- Office of the Senior Practitioner: Catherine Esposito, Principal Research Officer, Clinical Issues

FACS staff chosen to represent their division on the Study Working Group must have OOHC policy and/or operational expertise.

All members have an equal role.

External experts chosen to be on the Study Working Group must have OOHC research expertise.

## Role

- advise on the study design at each wave
- review and design questionnaires at each wave
- undertake data collection

- build a study database
- develop a data management and quality plan
- advise on and conduct data analysis
- review data analysis plans
- review draft reports
- advise on insights and implications for policy and practice.

## Responsibilities

By accepting the appointment, the Study Working Group members agree to:

- provide written progress reports for contracted deliverables
- provide expert advice and special reports within the timeframe specified unless an extension is requested
- actively contribute to Study Working Group meetings
- review all materials tabled one week prior to the meeting
- follow-up actions within the timeframe specified unless an extension is requested
- attend the POCLS Advisory Group if requested by the Chair
- provide written advice on relevant agenda items if unable to attend a meeting.

## Duration

The Group will exist for the duration of the POCLS, however membership will be revisited on an annual basis.

## Meetings

Meetings will be held bi-monthly and additional meetings may be organised at key study milestones. Secretariat support will be provided by FACSIAR.

## Chair

Meetings will be chaired by the POCLS Project Manager or Chief Investigator.

## Agenda setting

The agenda will be set by the Chair and Chief Investigator with a draft agenda distributed one week prior to the meeting. Members may propose agenda items out of session.

## Attendance

Group members should attend each meeting to enable efficient and timely guidance/recommendations.

## Recording of meetings

Minutes and an action log will be taken at every meeting by FACSIAR and circulated to members within two weeks following each meeting.

### Sitting fees for external parties

External experts will be paid sitting fees of \$300 covering meeting preparation, meeting attendance and meeting follow-up. External experts are expected to invoice FACS in May only for meetings attended in the previous 11 months.

#### **Produced by**

FACS Insights, Analysis and Research

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