



**Welfare of Anaesthetists Special Interest Group
Draft Resource Document Form - Version 1**

Name of Resource Document Title:.....
(insert the document title)

Author(s)

Name:

Email address:

Name:

Email address:

Correspondence to

koconnor@anzca.edu.au

Timeline (3 months)

date for correspondence to be received / /

Stakeholders consulted so far

1:

2:

3:

4:

5:

Thank you for your feedback.

Kind regards,

Chair of SIG & SIG Co-ordinator

 / /



Welfare of Anaesthetists Special Interest Group Resource Documents

Introduction

The Welfare of Anaesthetists Special Interest group resource documents encompass a wide range of topics where best practice is unknown in Australia and/or there may be little evidence. As such they reflect the opinions of the authors and are not guidelines or professional documents. In tone they are reflective and personal, with suggestions developed from experience.

Step 1

- A resource document may be requested by any party (including professional organisations or individuals).
- The SIG Chair will assess requests for new documents.
- The resource document is developed by an interested member/(s) nominated by the Chair. This will usually be a member of the SIG executive.
- Once drafted it is reviewed by relevant members of the SIG executive. Each new document should be assessed to ensure it aligns with suggestions in existing resource documents and in tone and format.

Step 2

- Drafts are circulated to stakeholders for review (such as the group/individual who requested the resource document originally or other special interest groups).
- After review by stakeholders, a draft version is sent to parent bodies (ASA, ANZCA, NZSA) and their committees for review & comment. There is a 12 week timeframe for a written response. This will be extended upon request. If no response is received within 12 weeks, the draft document is considered approved by parent bodies.

Step 3

- Feedback is reviewed.

Step 4

- The resource document is posted on the Welfare of Anaesthetists website & linked sites(ACECC). An electronic link to feed back to the author(s) is active for 12 months after initial posting (pilot period). The author/(s) will be consulted when feedback is received and given first right to amend.
- After 12 months further feedback will be welcome via the SIG co-ordinator.



The documents are the responsibility of the Welfare of Anaesthetists Special Interest Group and no assurance is given that any particular opinion elucidated through consultation will be reflected in the final version.

Each document will contain references to published supporting material.

Administrative support will be provided by the SIG co-ordinator.

Documents are reviewed approximately every 5 years.

P Shrivastava/H Burnell
February 2013