

Wellbeing special interest group resource document guidelines

Introduction

The Wellbeing special interest group (SIG) is a tripartite body of the ANZCA, ASA and NZSA, formed under the Anaesthesia Continuing Education (ACE).

The Wellbeing SIG resource documents encompass a wide range of topics where best practice is often unknown in Australia and New Zealand and/or there may be little evidence. As such they often reflect the opinions of the authors and are not policy. Every attempt is made to source relevant literature supporting each topic. In tone they are reflective and personal, with suggestions developed from experience. They include a disclaimer to this effect.

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 sent for review to all members of the SIG executive. Each new document should be assessed to ensure it aligns with suggestions in existing resource documents 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 the CEO of the parent bodies (ASA, ANZCA, NZSA). This is disseminated within the parent body for review and comment. Each new document should be assessed to ensure it aligns with ANZCA, ASA and NZSA policies.
- A 12 week deadline for a written response will be indicated in the accompanying communication. This may be extended upon request to the chair of the welfare SIG. If no response is received within 12 weeks, the draft document is considered approved by parent bodies.

Step 3

- Feedback is reviewed by the author of the document and the welfare SIG chair and executive.

Step 4

- The resource document is posted on the Wellbeing SIG webpage on the ANZCA website and linked to the ACE website and the ANZCA Library Guide Hub. A link for feed back to the author(s) is active for 12 months after initial posting (pilot period). The author/(s) and chair of the Welfare SIG will be consulted when feedback is received and given first right to amend.
- After 12 months further feedback is welcomed via the Senior Events Officer for the Wellbeing SIG

The documents are the responsibility of the Wellbeing SIG 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 Senior Events Officer for the Wellbeing SIG.

Documents are reviewed approximately every 5 years.

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