

Terms of Reference (ToR)

Mood Disorders Psychodynamic Psychotherapy Evidence Review Steering Group



Background

The RANZCP Board is commissioning an independent review of the evidence for long term psychodynamic psychotherapy in the treatment of mood disorders. The independent review will be overseen by a Steering Group.

This review is in response to concerns raised by members regarding the RANZCP Mood Disorders Clinical Practice Guideline Update 2020.

1. SCOPE OF WORK

The Steering Group will support:

- a) the development of a Request for Quotation (**RFQ**) to review the evidence for long term psychodynamic psychotherapy to include:
 - i. the method by which the evidence was collected, evaluated and formulated into recommendations
 - ii. the content of the final recommendations within the Mood Disorders Clinical Practice Guideline and whether they are evidence based
 - iii. a review of the levels of evidence considered and whether psychodynamic psychotherapy requires a different approach to evaluating evidence
- b) reviewing proposals and recommend to the RANZCP Board an independent entity to conduct the review
- c) monitoring the delivery of the work undertaken by the independent entity
- d) providing guidance on the consultation process with RANZCP members that will be undertaken as part of the review
- e) developing recommendations to the RANZCP Board about the status of the Mood Disorders Clinical Practice Guidelines Update 2020 based on the independent review of the evidence for psychodynamic psychotherapy in the treatment of mood disorders.

2. KEY DELIVERABLES

The Steering Group's key deliverables are to support the work by engaging with the independent entity to review and guide progress, and to assist with the development of reports and recommendations to the RANZCP Board.

3. MILESTONES AND TIMELINE

Activity	Date
Establish Steering Group	November 2022
Develop RFQ	November 2022
Appoint of independent entity	December 2022
Monitor and guide workplan	January to October 2023
Review of draft reports	November 2023
Submit reports and recommendations to Board	December 2023

4. REPORTING RELATIONSHIPS AND REPORTS

The Steering Group reports to the Board and will provide reports as required to the Board. The Steering Group will work with RANZCP Executive General Manager, Bi-national Offices and Professional Practice to ensure its deliverables are met.

5. COMPOSITION OF THE STEERING GROUP

The Steering Group will comprise of up to 7 members (including the Chair) who will be appointed based on the skills, knowledge and expertise required to undertake the Steering Group's deliverables. Consideration should be given to representation from both Australia and New Zealand and gender balance. Independence and conflict of interest must be considered in the appointment of the Steering Group membership.

Members of the Steering Group should include as a maximum:

- a) An Independent Chair and Fellow of the RANZCP
- b) Up to 3 Fellows with expertise and clinical experience in psychodynamic psychotherapy
- c) A Fellow with expertise in evidence-based practice
- d) A lived experience or carer community member
- e) A senior clinical academic psychiatrist.

6. APPOINTMENTS

The Board will ratify member appointments. The member term will be for the duration of the Steering Group.

7. MEETINGS

- a) Meetings will be chaired by the Chair. The Chair must attend all meetings.
- b) The Steering Group may meet as necessary to discuss and progress matters relevant to the Steering Group's deliverables, with the approval of the Board and in accordance with RANZCP policy and approved budget.
- c) The agenda for meetings will be prepared by the Executive General Manager, Bi-national Offices and Professional Practice in consultation with the Chair and will be distributed in advance of the meeting.
- d) Meeting notes and an action list will be documented and circulated as required.
- e) The Chair of the Steering Group has a deliberative vote (the vote as a member, as well as a casting vote to be used when there is an equality of votes or a tie).
- f) The quorum for any meeting of the Steering Group (including decisions made out of session) will be 50% of the Steering Group's voting membership.
- g) The Steering Group members are required to actively contribute to meetings, discussions and email conversations that are relevant to the work of the Steering Group and provide clear recommendations for the actions required, and/or as directed by the Chair.
- h) Steering Group members who do not effectively and equally contribute to the work of the Steering Group will be managed by the Chair in consultation with the President.
- i) The RANZCP CEO, or their delegate will attend all meetings.
- j) Additional staff may join meetings of the Steering Group, as required.

8. RANZCP RESOURCES

Support from RANZCP staff is to be provided by the Executive General Manager, Bi-national Offices and Professional Practice. Any further needs can be discussed with the CEO.

9. CONFLICTS OF INTEREST

Conflicts of interest will be declared and managed in accordance with RANZCP policy.

10. CONFIDENTIALITY

All Steering Group members are required to sign a Deed of Undertaking in relation to confidential information and conflict of interest (if one is not already on file at the RANZCP), and submit it to the RANZCP's Governance Officer.

11. TIMEFRAME

The Steering Group is time limited for 14 months. A review will take place nearer to the end of the 14-month period to determine if an extension is required.

12. BUDGET

The Steering Group's budget and any variations to the budget is managed by the Executive General Manager, Bi-national Offices and Professional Practice and approved in accordance with RANZCP policy.

13. MEDIA AND AUTHORISED STATEMENTS

With respect to making media or other external comment or representation, the RANZCP's Media and Communications Policy (available on the RANZCP website) should be consulted and adhered to.

14. ASSOCIATED DOCUMENTS

RANZCP Constitution; Media and Communications Policy; Privacy Policy; Code of Conduct; Code of Ethics; Discrimination, Bullying and Harassment Policy and Procedure; Conflict of Interest Guideline; Delegation of Authority Guideline; Deed of Undertaking in Relation to Confidential Information and Conflict of Interest; Steering Group Conflict of Interest Register; Risk Management Policy; relevant Risk Register; Committee Operations – Guide to Charing Meetings; Committee Member Induction Manual; Document Approval Pathway Procedure; Travel and Expense Policy and Expense Claim Form; and RANZCP website.

Revision Record

Contact:	Executive General Manager, Bi-national Offices and Professional Practice		
Authorising Body:	RANZCP Board		
Responsible Committee:	RANZCP Board		
Document Code:	ToR Mood Disorders Psychodynamic Psychotherapy Evidence Review Steering Group Terms of Reference		
Date	Version	Approver	Description
17 November 2022	1.1	Executive General Manager, Education and Operations	Updated the overall number of members to be consistent with the number of roles as part of the Steering Group's composition, and other minor edits consistent with the latest Terms of Reference template.
7 November 2022	1.0	B2022/OOS R52	New document.
NEXT REVIEW: N/A – Time Limited Steering Group			