

# Osteopathy Australia Editorial and Education Advisory Group

**Osteopathy Australia is the peak professional body representing the interests of osteopaths in Australia.**

**Members of Osteopathy Australia have access to a suite of continuing professional development (CPD) and education opportunities, including Osteo Life (the association's quarterly member magazine), webinars, and eLearning modules. These cover both clinical and business management topics relating to osteopathic practice.**

**The development of these resources is supported by an Editorial and Education Advisory Group, comprising osteopaths in practice with clinical and business management experience in a range of private and public service settings, as well as education specialists.**

## Role of Advisory Group Members

The Advisory Group meets at least three times a year either online or in person, with at least one face-to-face meeting (COVID restrictions allowing).

The role of the Group is to:

- Advise on, and support, the development of high-quality CPD content for osteopaths
- Promote the science and evidence base that underpins the field of osteopathy
- Uphold and build the editorial quality and integrity of all educational content produced for Osteopathy Australia, including but not limited to Osteo Life, webinars and eLearning modules
- Guide the commissioning of education articles, webinars and eLearning products by providing suggestions for contributing authors, presenters and peer-reviewers, and occasionally writing, presenting and peer-reviewing content themselves
- Advise on topical subjects of interest to osteopaths and the development of interesting and timely content to help practitioners address the clinical and business management challenges they may be facing
- Advise on the challenges faced by students and new graduates to provide relevant content for those representing the future of the profession
- Help to build a rolling bank of commissioned content
- Advise on the creation of relevant patient/client information and education

Members may be asked to advise on matters in between meetings.

## Skills Requirement

Membership of the Group is voluntary. It provides an opportunity to play an active role in growing and promoting osteopathy as a regulated allied healthcare profession while extending a member's personal knowledge and skills within a professional network.

Group members must have a broad set of skills, including:

- A passion for sharing knowledge and communicating with the profession
- Excellent written skills to assist with article review and writing
- Excellent communication skills to assist with sourcing of authors
- A creative and innovative mindset to assist with planning of future editions
- An organised mindset to aid with coordinated and timely submission of articles
- A diverse professional network

## Osteopathy Australia's Mission

Osteopathy Australia strives to enhance and promote the osteopathic profession.

## Osteopathy Australia's Values

<b>Integrity</b>	<i>We act in osteopaths' best interest; offering clear and honest advice; reliable and consistent support for our members and their needs.</i>
<b>Openness</b>	<i>Promoting trust through transparent, open and consistent action and advice.</i>
<b>Distinction</b>	<i>Through leadership and service excellence, we strive to develop and advance a dynamic and progressive profession, whose distinct and unique clinical philosophy is known and benefits the community.</i>
<b>Belonging</b>	<i>We are working as an osteopathic community, committed to creating an inclusive environment offering a respectful diversity of opinions. We are resilient, robust, and empowering to each other and our community.</i>

## Membership of the Advisory Group

- Members of the Advisory Group must be members of Osteopathy Australia
- At least three clinical Advanced Practitioners
- One member who is an education specialist
- One member who is able to represent the interests of students/early career graduates
- Two members specialising in business management
- Appropriate Osteopathy Australia staff member(s)
- Other guests or contributors, as needed, may be invited to participate at certain times

At least two members must be practising outside of Victoria.

Academic representation may be invited as required.

## Period of Office

Appointed members shall normally serve on the Advisory Group for a term of one year. This will be reviewed annually for reappointment. Members may serve consecutive terms.

## Quorum

A quorum for meetings of the Advisory Group will be half the membership (at the time), plus one and a staff member must be in attendance.

## Chairperson

The Advisory Group is administered by Osteopathy Australia staff without an official Chair. Staff will co-chair meetings.

## Meeting Schedule

The Advisory Group will meet at least three times a year. Annual meeting dates will be scheduled in advance, with Advisory Group input. Additional meetings may be scheduled on a needs basis to enable the Advisory Group to discharge its duties.

## Meeting Procedures

For the purpose of this Advisory Group policy and associated procedures, 'meeting' shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio visual means. External stakeholders of Osteopathy Australia may request the opportunity to address the Advisory Group at any time and this request will be considered; however, the President of Osteopathy Australia may attend meeting with advance notice or on invitation. Meetings will be minuted.

## Conflict of Interest

All Advisory Group members, regardless of staff or director status, will be required to declare any conflict (real or perceived) to be declared prior to any participation in each individual meeting. The Advisory Group will then record any conflict and the action they have undertaken, at the commencement of each meeting.

## Committee Management and Administration

Meeting schedules, agenda suggestions, review of papers and the action review will all be directed in discussion with Advisory Group members. The appropriate, designated staff member will act as the secretariat and assist with the development and distribution of the agenda, papers, minutes and calendar invites. In general, the Advisory Group will set agreed meeting dates, in advance, for each calendar year. The finalised agenda and papers will be distributed five working days prior to each meeting and minutes distributed within 10 days after the meeting. Minutes will be tabled at the next meeting of the Advisory Group.

## Review and Reference

Terms of Reference and the functioning of the Group will be subject to review at least every two years to ensure that it is operating effectively, fulfilling its functions and reviewed for continuing relevance against identified benchmarks. Each year the Advisory Group will undertake a self-evaluation of performance.

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Amy Lawton