

## **Special Interest Groups (SIGs)**

### **Statement of Purpose**

Special Interest Groups are interdisciplinary networks which exist to promote, develop, facilitate and support the advancement of all aspects of posture and wheeled mobility.

### **Objectives**

SIGs provide a forum in which PMG members (consumers, doctors, engineers, manufacturers, suppliers, therapists) can exchange information, share ideas, provide and gain peer support, facilitate clinical reasoning, and link with other relevant bodies in order to set high standards and promote best practice in all areas of posture and wheeled mobility.

### **Scope of SIGs**

SIGs will contribute to the overall running of PMG by assisting with planning for Day Training, National Training Events and Conferences. While it is recognised that there will be overlap between SIGs at some point, the broad scope of each SIG is described below:

#### **Posture Management (Jo Jex / Dave Long)**

To increase awareness and understanding among PMG members of all aspects of best and evidence based practice in relation to posture management. The SIG is inclusive of all forms of posture i.e. lying, sitting and standing, and is related to people with physical disabilities.

The scope of the group will include, but not be limited to:

- Identifying and critiquing existing published research
- Considering ethical issues
- Reviewing standardised measures
- Discussing outcome measures
- Disseminating evidence-based practice
- Identifying research opportunities
- Disseminating relevant information

#### **Manual & Powered Mobility (Jon Ward)**

To promote interest, understanding and awareness in relation to factors effecting the selection and use of manual and powered wheelchairs. This may include, but not be limited to:

- Providing a forum for problem solving and assistance in relation to product selection
- Promoting understanding of technical characteristics of products
- Reviewing draft and published UK/EN/ISO standards
- Organising and supporting wheelchair related training activity
- Providing review/feedback on new products
- Lobbying manufacturers in relation to design characteristics of their products
- Promoting understanding in relation to 'whole life costs' of products
- Promoting awareness/understanding of wheelchair maintenance and repair issues
- Liaise with manufacturers/MHRA etc. regarding FSNs and Safety Alerts etc.
- Reviewing published research articles
- Identifying appropriate topics for research
- Sharing information about research funding

#### **Transportation (Craig Egglestone)**

To provide an interdisciplinary forum on transportation issues for PMG members & users of wheelchair, and encourage collaboration between professionals with a view to increasing knowledge and awareness. The scope of the group will include, but not be limited to:

- Liaising with professional bodies & manufacturers of equipment, transport providers
- Disseminating information relating to transportation from MHRA as a result of Adverse Incidents / Field Safety notices
- Promoting best practice of safe & efficient transportation of wheelchairs and their users
- Supporting wheelchair transportation training / awareness events such as “Achieving Mobility for Life”
- Forging links with BSI, BHTA
- Assisting with lobbying of introduction of wheelchair passport scheme for transportation of patients in their mobility equipment

### **Education & Training (Monica Young)**

To provide an interdisciplinary peer support network to promote, facilitate and support education and training in the field of posture and wheeled mobility; and provide a representative body for the development of education and training at a national level. The scope of the group will include but not be limited to:

- Promoting best practice
- Encouraging continued professional development
- Promoting and develop interest and awareness of relevant training and educational needs
- Increasing membership knowledge and competency through the sharing of information
- Disseminating relevant training courses and events
- Promoting educational standards
- Sharing information regarding relevant information, training opportunities, competencies and funding
- Collating and share training and educational resources

### **R&D / Outcomes (Clare Wright)**

To promote and develop research interest, awareness and participation amongst PMG members. The scope of the group will include, but not be limited to:

- Discussing research planning (methodology, sampling, recruitment)
- Critiquing existing published research
- Collating information about research resources
- Considering research ethical issues
- Reviewing standardised measures
- Discussing outcome measures
- Disseminating evidence-based practice
- Sharing information about research funding
- Identifying research opportunities
- Disseminating relevant information

### **Pressure Ulcers (Kim Chaney)**

To increase awareness and understanding among PMG members of all aspects of best and evidence based practice in relation to pressure ulcers and pressure ulcer prevention. The scope of the group will include, but not be limited to:

- Discussing related topics, such as risk assessment, specialist equipment, education of clients and carers, and pressure relieving techniques
- Disseminating relevant information
- Collating information on resources related to pressure ulcers and pressure ulcer prevention
- Critiquing published research related to pressure ulcers and pressure ulcer prevention

### **Government Relations / Legislation** (Helen Hislop)

To promote and develop understanding among members of political processes and how PMG can influence this. The scope of the group will include but not be limited to:

- Discussing and critiquing current reform plans for services involved in posture and wheeled mobility
- Understanding how to communicate those views on proposed reform to promote change
- Understanding the system of all party groups etc and preparing evidence when relevant topics are discussed at these
- Interpreting legislative reform and the impact on our members and users of posture and wheeled mobility devices

### **Service Delivery** (James Hollington)

To examine existing and discuss future service delivery issues relevant to a broad spectrum of PMG members in the commercial, public, and charity sectors. The scope of the group will include but not be limited to:

- Reviewing joint funding models
- Reviewing the Care Services Efficiency Delivery (CSED) programme for Transforming Community Equipment and Wheelchair Services (TCEWS)
- Reviewing current service delivery guidelines and their implementation
- Evaluating purchasing strategies
- Discussing user-led services
- Discussing National Service Level variation
- Discussing/reviewing maintenance contractor models
- Providing advice, guidance and recommendations to PMG membership and people and organisations outside of PMG on service delivery issues

### **SIG Membership**

SIG membership is available to all existing and new PMG members. Registration with a SIG will take place with PMG renewal or registration from 1 January 2009. The online forum will run from the existing PMG website to prevent the need for a duplicate login/password combination. Members wishing to register with a SIG can choose ONE or they can opt not to join a SIG. It is appreciated that members may wish to join more than one SIG, and it is hoped to have this as an option in the future.

### **Relationship of SIGs to PMG**

- a) SIGs are elements of the PMG structure and will act in a manner that is consistent with the constitution and policies of PMG. Individual SIGs may undertake activities that are compatible with PMG as stated above. The manner in which these activities are determined and approved will be at the discretion of the individual SIG.
- b) Communication between SIGs and the PMG Executive committee will be the responsibility of the Chairperson of the SIG sub-committee.
- c) If a SIG conducts a function<sup>1</sup> as an entity of PMG or invokes the name or uses the logo of PMG, the SIG must obtain permission from the Chair of PMG. This is not meant to be restrictive as permission will be freely given in all cases for legitimate activities; however, it is necessary for PMG to be aware of activities in which it may have exposure.
- d) If a SIG undertakes a function which is described or otherwise falls within the domain of activity of a PMG Sub-committee the SIG must provide information and (if appropriate) co-ordinate the activity with the Chairperson of the Sub-committee involved. In some cases it will be necessary to plan well in advance with the appropriate Sub-committee (eg if the development of a document for distribution is anticipated).

<sup>1</sup> A function is defined as a meeting, instruction course, exhibit, publication, advocacy participation or any other activity in which information exchange or other public interaction occurs.

### **SIG Sub-Committee**

The SIG sub-committee is a Standing sub-committee of PMG consisting of the chairs of each SIG, and chaired by a PMG Executive Committee member.

### **Role of Chair of SIGs**

The Chair of SIGs is appointed by the PMG Chair/elected by SIG Chairs. With guidance and support from PMG Executive Committee, the role of the Chair of SIGs is to ensure the successful implementation and development of SIGs by:

- Providing leadership to SIG chairs as SIGs are implemented
- Seeking the views of SIG chairs in the ongoing strategic development of SIGs
- Chairing annual SIG sub-committee meetings (at NTE) and thereafter as required
- Assist in organising SIG sessions at NTE
- Encouraging participation of SIG chairs / members at NTEs
- Reporting progress and/or issues to the Executive Committee
- Keeping abreast of the SIG communication forum
- Keeping PMG membership informed of SIG developments by regular publication in e-bulletins and journals
- Seeking the views of PMG membership as required (for example, to review SIG popularity)

### **Role of SIGs vice chair**

The Vice-chair of SIGs is appointed by the PMG Chair/elected by SIG Chairs. With guidance and support from PMG Executive Committee and the Chair of SIGs, the role of the SIGs vice chair is to:

- Provide support to Chair of SIGs in carrying out their function
- Provide technical advice regarding all aspects of the on-line forum
- Monitor the on-line forum and respond to issues reported by SIG chairs
- Report technical issues to website sub-committee and Executive Committee
- Assume the duties of the Chair in their absence

### **Role of SIG chairs**

With guidance and support from PMG Executive Committee and the Chair of SIGs, the role of SIG chairs is to:

- Disseminate information to their SIG members
- Report progress / developments to Chair of SIGs
- Moderate and participate in on-line forum discussions
- Report on-line forum issues to Chair and vice-Chair of SIGs
- Attend annual meeting of SIG chairs
- Chair their own SIG meeting at NTE
- Encourage participation of SIG members at NTE

### **Elections**

Only PMG members in good standing are eligible for office. A term of office is normally three years, with the same person eligible for re-election for a further three years. Election to an office within a SIG will be determined by a vote of SIG members present at the first business session of the SIG at the PMG National training event. (Nominations may be mailed to the SIG Chair prior to this meeting.)

### **Formation and Dissolution of SIGs**

- a) It is presumed that it will be in the interest of PMG and its membership to form new SIGs and also to terminate, combine and/or split SIGs from time to time as a result of emerging technology, problems, or new areas of interest. The formal recommendation of these actions will reside with the SIG Sub-committee, with final approval by the PMG executive Committee. The initiation of such action may come from any member of PMG, who will be obliged to petition for the action.
- b) Criteria for the formation of a new SIG :
  - The proposed SIG will have a unique role or focus (ie it will not overlap in any significant way with an existing SIG).
  - The proposed SIG will be compatible with the purposes and interests of PMG.
  - There must be a demonstrated interest. This will be documented by the signatures of the PMG members who will form a viable SIG and who agree to join and take an active role in the SIG.
- c) A SIG may be declared inactive or dissolved whenever the SIG Sub-committee determines that there is insufficient interest to continue. If the condition is deemed temporary the SIG Sub-committee may choose to declare it inactive for a specified term. A change from inactive status to active status will require a petition as in the case of the formation of a new SIG. If the latter does not occur within the specified term the SIG will automatically be dissolved.

### **Newsletter**

- a) PMG maintains a newsletter which is published periodically.
- b) Space is available for SIG in each issue. SIGs are encouraged to use this medium. This does not obviate the prerogative of SIGs to issue occasional bulletins of special or timely interest to their individual memberships. The regular use of the PMG newsletter is appropriate for communications in the interest of economy and the dissemination of SIG activities to the wider audience of the PMG membership.

### **Journal**

The Chair of the SIG sub-committee will prepare a report for inclusion in each PMG Journal to update the wider membership on the activities of the SIGs.

