

Oral health messages for the Australian Public: Update 2022 Steering Committee - Terms of Reference

Purpose

The purpose of the steering committee is to direct the development of the *Oral Health Messages for the Australian Public* consensus statement.

Role

The role of the steering committee includes the following. The committee will:

- Develop preliminary oral health promotion topics for consideration for inclusion in the statement.
- Review planned methodology and provide feedback.
- Contribute to rapid reviews on relevant topics.
- Review and interpret results of qualitative and quantitative rounds of Delphi.
- Lead discussions at a face-to-face/hybrid session for participants in the Delphi statement.
- Monitor progress of project to forecast timelines.
- Contribute to publicizing of results including media, where appropriate.
- Contribute to authorship of journal article for peer review.

Term

The steering committee will exist from the first meeting and will be ongoing until such time as the project objective has been achieved.

Membership

The steering committee will comprise the following and additional members pending acceptance of invitations.

- Consumer representative

The steering committee will work with the members of the project team.

- Dr Mihiri Silva, UoM, RCH, MCRI
- Dr Mikaela Chinotti, ADA
- Dr Rachelle Welti, Research Assistant

Committee chair

The steering committee will be chaired by Dr Mihiri Silva.

Roles and Responsibilities

The membership of the steering committee will commit to:

- Attending all meetings. If a member cannot attend, they are asked to provide the project team written feedback or verbal feedback to the Chair at an alternate meeting time.
- Wholeheartedly championing the consensus statement within and outside of work areas.
- Sharing all communications and information across all advisory committee members.

- Making timely decisions and take timely action to avoid project delays.
- Notifying members of the advisory committee, as soon as practical, if any matter arises which may be deemed to affect the development of the consensus statement.
- Maintaining at all times the focus of agreed scope, outcomes and benefits.

Members of the steering committee will expect:

- To be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact the project, as they arise.
- Open and honest discussions, without resort to any misleading assertions.
- Ongoing 'health checks' to verify the overall status and 'health' of the advisory committee.

Conflict of Interest

Steering committee members must declare all potential conflicts of interest. The Chair of the Steering Committee will advise if the member is to refrain from participating in any discussion or decision-making process.

Meetings

- All meetings will be chaired by Dr Mihiri Silva.
- Steering committee meetings will be held via videoconference.
- A symposium will be held as hybrid event. Steering committee members are encouraged, but not required to attend in-person.
- Three meetings are planned:
 - At the commencement of the project (expected July 2022)
 - Prior to the face-to-face/hybrid event (expected September 2022)
 - After the Delphi process has been completed (expected December 2022).
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.
- A meeting quorum will be 50% of the members of the steering committee.
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).
- Meeting agendas, supporting papers, meeting notes and information will be provided by the project team in advance of the meetings.

Amendment, Modification or Variation

- This Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by steering committee members.

Attachment 1. Project brief, Oral health messages for the Australian Public: Update 2022

Background

Dental diseases such as dental caries and periodontal disease are highly prevalent conditions with broad impacts on individuals and the community. One in three Australians over 15 years of age suffer from moderate to severe gum disease, and over 40% of children aged 5-10 years have had dental caries in their primary teeth. In 2019-2020 the combined expenditure on dental disease in Australia was almost 10 billion dollars. The individual and societal costs of dental disease are staggering given that dental disease is largely preventable.

The National Oral Health Plan 2015-2024 states that “Oral health promotion initiatives at both the individual level and population level are an important part of disease prevention”. Oral Health Promotion is a key foundational area of the NOHP with a goal to ensure that “All Australians have access to oral health promoting environments and to appropriate evidence-based information and programs that support them to make informed decisions about their oral health”.

In 2009, a working group established by the National Oral Health Promotion Clearing House at The Australian Research Centre for Population Oral Health, University of Adelaide developed a consensus statement on oral health messages for the Australian public. The statement sought to establish clear, evidence-based oral health promotion messages in response to a goal of the previous National oral Health Plan (2004-2013). The consensus statement was highly effective, and enabled a focused, and strategic approach to oral health promotion in Australia. However, in the 13 years since the statement, the evidence base underpinning oral health promotion in Australia has grown and therefore an update of the consensus statement is needed.

The Melbourne Dental School at the University of Melbourne and the Australian Dental Association proposes to lead a collaborative expert working group to update the *Oral Health Messages for the Australian Public*.

Aim

To examine the scientific evidence and develop consensus oral health messages for the Australian public which are in line with the general health messages recommended by Australian health authorities.

Objectives

1. To update the key oral health promotion topics to reflect contemporary issues in oral health and reflect the current National oral Health Plan.
2. To conduct rapid reviews that evaluate the evidence base regarding key oral health promotion topics
3. To evaluate general health messages recommended by Australian health authorities that are relevant to oral health
4. To obtain expert opinions and develop a consensus regarding key oral health promotion messages for the Australian public

Methods

The project team will include Dr Mikaela Chinotti (ADA), Dr Mihiri Silva (UoM) and Dr Rachelle Welti, Research Assistant (UoM). This team will meet regularly (weekly-fortnightly) via face-to-face or online meetings and conduct the activity and prepare the consensus statement. The activity will be supported by a multidisciplinary Steering Committee of 5-6 individuals who will support the project team (refer to Terms of Reference).

Project team
Dr Mihiri Silva, UoM, RCH, MCRI
Dr Mikaela Chinotti, ADA
Dr Rachelle Welti, Research Assistant

The consensus statement will be conducted using the Delphi technique, which has been widely utilised to guide clinical and other decision making for complex problems. The Delphi process involves multiple (usually up to 3) rounds of anonymous questionnaires that enables a considered consensus but minimises bias due to anonymity of responses. The voting for the consensus will be open to an expert group of up to 30 expert individuals from a range of institutions, backgrounds, and organisations.

Stage 1: Background (June 2022)	Review Delphi statements and consensus statement methodology Rapid Review methodology Terms of reference Advisory committee and expert group established Ethics submission
Stage 2: Scoping of consensus (July 2022)	Delphi Round 1 – qualitative phase to determine parameters and topics for consensus
Stage 3: Literature Review (August 2022)	Preparation of a working draft of consensus statement <ul style="list-style-type: none"> • Update 2011 statement • Rapid review of evidence base
Stage 4: Drafting of recommendations (September/October 2022)	Face-to-face workshop <ul style="list-style-type: none"> • Present the findings of the reviews Draft recommendations noting updates to 2009 statement
Stage 5: Consensus (October 2022)	Delphi Round 2 – quantitative evaluation of agreement
Stage 5: Consensus (November 2022)	Delphi Round 3 – quantitative evaluation of agreement

<p>Stage 6: Conclusion (December 2022/January 2023)</p>	<p>Confirm consensus and recommendations Review of final document by Australian Dental Association Distribution for endorsement from partner organisations Preparation of Journal Publication for submission to ADJ</p>
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*Timelines are indicative and subject to change

The reporting of the Rapid Review and the Delphi statement will seek to adhere to reporting guidelines, including Conducting and REporting DELphi Studies (CREDES). The consensus will be submitted for publication in the Australian Dental Journal. Additional In Focus fact sheets will provide tailored guidance for priority areas/groups that will be based on findings of the consensus eg Oral Health Promotion for elderly, young children etc. A suite of additional documents will accompany the statement to enable dissemination – this will include video summaries, general interest articles, a joint media campaign involving ADA and University of Melbourne. It is expected that the University of Melbourne and the ADA may partner is a media/communications strategy to disseminate the outcomes of the statement.