

Metro South Health Research Committee

Terms of Reference

Role of the Metro South Health Research Committee

The Metro South Health Research Committee is the peak operational advisory and oversight body in relation to research. The Metro South Health Research Committee provides advice to assist in:

- fostering research within Metro South Health
- advocating for and facilitating the implementation of research strategies that bring excellence in health care for Metro South Health
- the implementation of research education and development strategies that builds research capability and capacity in Metro South Health
- the provision of operational support to research and researchers within Metro South Health
- oversight and administration of the Metro South Health Research Support Scheme
- development of procedures for the appropriate management of research activities and research infrastructure across Metro South Health
- the promotion of specific initiatives to improve coordination of services and systems that support research in Metro South Health
- the implementation of research strategies to ensure all research personnel use fair, equitable and transparent mechanisms, and protect the interests of patients/participants and the community
- monitoring and maintenance of, compliance with the Metro South Health Research Management Compliance Framework
- communication with facilities and services about research strategies and initiatives and
- the management of research-related opportunities, conflicts of interest, issues, risks and disputes.

Objective

The objective of the Metro South Health Research Committee is to provide operational advice that will enable and facilitate the achievement of Metro South Health's Vision and Strategy in relation to research.

Membership

Chair

- Nominated/delegated by Executive Director, PAH-QEII Health Network, Metro South Health.

If the designated Chair is unavailable, then an Acting Chair may be nominated by the Chair, or by a majority of the members.

Membership

- Logan and Beaudesert Hospitals Representative
 - 1x Facility Representative
- Princess Alexandra Hospital Representative
 - 3x Facility Representatives
- QEII Hospital
 - 1x Facility Representative
- Community and Oral Health
 - 1 x Service Representative
- Redland and Wynnum Hospital Representative
 - 1x Facility Representative
- Metro South Health Addiction and Mental Health Services
 - 1x Service Representative
- Allied Health Services Professional Stream Representative
 - 1x Service Representative
- Nursing and Midwifery Services Professional Stream Representative
 - 1x Service Representative
- Medical Services Professional Stream Representative
 - 1x Service Representative
- Senior Researchers
 - 2x Representatives from major research groups.
- Director of Research Development or delegate

Please note: It is intended that Members of the Metro South Health Research Committee would not concurrently be Members of the Metro South Research Council. In the event that a concurrent membership of both groups is considered, advice must be sought from the Research Support Scheme Probity Advisor.

Invitees

Input from areas of relevant expertise will be sought as required.

- Finance
- Research Support Coordinator
- Pathology Queensland
- Radiology
- Pharmacy

- External person(s) with industry or biotechnology expertise

Secretariat

The Executive Support Officer to the Chair, Metro South Health will arrange secretariat coordination and support to the Metro South Health Research Committee for the purposes of recording and assisting in the preparation of minutes, agendas, correspondence and other relevant administrative tasks.

Authority and Accountability

The Metro South Health Research Portfolio Leader (Executive Director, PAH-QEII Health Network, Metro South Health) has responsibility for the Research portfolio across Metro South Health and – with appropriate consultation – makes Health Service-wide decisions which effect research activities and partnerships throughout Metro South Health.

The Metro South Health Research Committee will be directly accountable to and escalate research-related issues and risks to the Metro South Health Research Portfolio Leader via the Chair, Centres for Health Research. The Metro South Health Research Portfolio Leader may escalate research-related issues to the Chief Executive Officer, Metro South Health if/when required.

Research Committee is primarily an advisory Committee, providing recommendations on implementation of approved research strategies and operational aspects of research support functions. Research Committee has limited decision-making authority, in accordance with relevant Metro South Health procedures, or as directed in writing by the Chair, Centres for Health Research, or Metro South Health Research Portfolio Leader. For example, Research Committee might reasonably assess and make decisions in relation to requests for variation or suspension of Research Support Scheme grants.

Recommendations and decisions from Research Committee will be made on the basis of majority consensus of the Committee members.

Metro South Health Research Committee may appoint specialist sub-committees/focus groups as deemed necessary to perform specific tasks. The membership of sub-committees/focus groups shall include at least one (1) member of the Metro South Health Research Committee.

Escalation Process

A dispute resulting from a decision, action item or matter will be escalated to the Executive Director, PAH-QEII Health Network, Metro South Health for resolution.

Key Performance Indicators

- Metro South Health can demonstrate appropriate oversight of research management services.
- Metro South Health research administration, ethics, governance, research grants allocation and other research management services are appropriately:
 - aligned to Metro South Health Strategic Plan and Research Strategy
 - conducted in compliance with Metro South Health policies and procedures
 - available and accessible in a manner that is fair, reasonable and consistent with contemporary practice and

- effective and efficient.

Meeting Processes

Proxy Attendance

Members of the Metro South Health Research Committee shall nominate a proxy to attend a meeting if the member is unable to attend and there is no other delegate attending from the same service/division. Proxies should be suitably briefed prior to the meeting. The Chair will be informed of the substitution at least two (2) working days prior to the scheduled nominated meeting. The nominated proxy shall have voting rights at the attended meeting. The nominated proxy shall provide relevant comments/feedback, of the Metro South Health Research Committee member they are representing, to the attended meeting.

Quorum

A quorum will consider of 50% membership of members plus one (1) are in attendance. The meeting will be cancelled if quorum is not achieved.

Out-of-Session Resolutions

Should resolution on an issue of significance be required between scheduled meetings, members will be contacted requesting an indication of their position. The Chair may only formulate a recommendation if a minimum of 50% plus one (1) members respond in writing. The outcome of the resolution reached will be documented and included in meeting documents at the next scheduled meeting.

Frequency of Meetings

The Metro South Health Research Committee shall be scheduled to meet five (5) times per year on alternate months (alternating with Research Council meetings) and/or as required. Additional meetings may be called at times deemed necessary by the Chair and/or Executive Director, PAH-QEII Health Network, Metro South Health.

Documentation

- An Agenda will be prepared by the secretariat and provided to the membership prior to each meeting.
- Standing Agenda Items will be determined by the Chair in consultation with the members.
- The secretariat will provide minutes of each meeting via email distribution.
- Minutes will be provided to PAH Executive Correspondence Unit for inclusion of relevant items on Metro South Health Research Council meeting agendas, subject to consideration by the Chair of that meeting.

Member Responsibilities

Metro South Health Research Committee General Members undertake to:

- understand the strategic implications and outcomes of initiatives being pursued by Metro South Health
- appreciate the significance for stakeholders and appropriately represent their interests

- be genuinely interested in, committed to, and actively involved in the research-related initiatives and the outcomes being pursued by Metro South Health
- be an advocate for research with and to Metro South Health Executive and
- use best endeavours to attend all meetings and ensure they, or a suitably informed delegate/proxy attend a minimum of 80% of scheduled meetings.

In practice, this means they:

- ensure the requirements of stakeholders are met by the Committee's outputs
- consider ideas and issues raised, and advise on the appropriate balance between conflicting priorities and resources
- provide guidance to the Metro South Health Centres for Health Research or research management issues
- foster positive communication outside of the Committee regarding the Metro South Health Research Support Scheme progress and outcomes and
- check adherence of activities to standards of best practice, both within Metro South Health and in a wider context.

Conflicts of Interest

From time-to-time members, who are involved in the Metro South Health Research Committee may experience a conflict of interest that is directly or indirectly related to their personal, private, organisational (eg University) and/or professional associations.

Actual, potential or perceived conflicts of interest must be declared to the Chair, or in the event the Chair experiences a conflict of interest the Executive Director, PAH-QEII Health Network, Metro South Health. All declared conflicts of interest will be documented by the Secretariat. Where a conflict has been disclosed which may impact on a matter being discussed, the Chair will determine if a discussion may proceed and/or if the member with the conflict must abstain from the process.


To remove any doubt, Metro South Health Research Council member responsibilities in the context of this Committee, are to Metro South Health and to serve the community benefit.

All conflicts of interest must be resolved in accordance with Metro South Health policy and procedures and in the public interest.

Review

The Terms of Reference will be reviewed by the Metro South Health Research Committee and Research Council at least annually. The next scheduled date of review is by 1 November 2019.

Approved:



(Signature)

Dated: 19/6/2020

Dr Brian Bell

Acting Executive Director, PAHMetro South Health