

# Metro South Health Research Council

## Terms of Reference

### Role of the Metro South Health Research Council

The Metro South Health Research Council is the peak strategic advisory and oversight body in relation to research. The Research Council:

- Provides strategic advice and makes recommendations to the Metro South Health Research Portfolio Leader (Executive Director, Princess Alexandra Hospital), to enable and facilitate the achievement of Metro South Health's Vision in relation to research across all Metro South Health facilities and services.
- Identifies and prioritises Metro South Health's research goals and strategies.
- Identifies strategies and initiatives with the aim to develop and foster a progressive approach to integrate research within clinical services across Metro South Health.
- Provides direction for research funding and identifies how grant funds are utilised to develop and sustain research.
- Oversees the development and implementation of strategies that place research as an integral part of health care planning and delivery including oversight of development of research strategic planning.
- Influences and informs Metro South Health Executive in relation to opportunities, issues and risks that are relevant to research.
- Ensures Metro South Health's research practices are compliant and operate within applicable legislation, laws, regulations, guidelines and codes of practice, as well as Metro South Health policies, procedures and guidelines.
- In consideration of reports and metrics, facilitates an environment that enables the translation of research findings into practice, policy or further research.
- Oversees the development and implementation of research education and development strategies that builds research capability and capacity in Metro South Health.
- Ensures research is embedded with clinical and corporate governance.

### Objective

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

## Membership

### Chair

- Nominated/delegated by Executive Director, Princess Alexandra Hospital

### Members

- Executive Director, Princess Alexandra Hospital or delegate
- Chair, Centres for Health Research, Metro South Health
- Chair, Metro South Health Human Research Ethics Committee
- Princess Alexandra Hospital Representatives x3
  - Nominated by Executive Director, Princess Alexandra Hospital
- Logan and Beaudesert Hospitals Representative
  - Nominated by the Executive Director, Logan-Bayside Health Network, Metro South Health
- QEII Hospital Representative
  - Nominated by the Facility Director, QEII Hospital, Metro South Health
- Redland and Wynnum Hospital Representative
  - Nominated by the Facility Director, Redland Hospital, Metro South Health
- Metro South Health Addiction and Mental Health Services
  - Nominated by the Executive Director, Addiction and Mental Health Services, Metro South Health
- Allied Health Services Professional Stream Representative
  - Nominated by the Executive Director, Allied Health, Metro South Health
- Nursing and Midwifery Services Professional Stream Representative
  - Nominated by the Executive Director, Nursing and Midwifery Services, Metro South Health
- Medical Services Professional Stream Representative
  - Nominated by the Executive Director, Medical Services, Metro South Health
- Community and Oral Health Representative
  - Nominated by Executive Director, Community and Oral Health, Metro South Health
- Finance Representative
  - Chief Finance Officer, Metro South Health
- Clinical Informatics Representative
  - Chief Information Officer, Metro South Health
- Co-opted Members
  - Appointed by the Chair as a member of the Metro South Health Research Council

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

### Consumer Representatives

- Nominated by the Chair, in consultation with Metro South Health Consumer Engagement

## Invitees

- Translational Research Institute
- PA Research Foundation
- Brisbane Diamantina Health Partners
- The University of Queensland
- Queensland University of Technology
- Griffith University
- Chair, Metro South Research Committee
- External person(s) with industry or biotechnology expertise

## Secretariat

Metro South Health Research will arrange secretariat coordination and support to the Metro South Health Research Council 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 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 Council will be directly accountable to and escalate research-related issues and risks to the Metro South Health Research Portfolio Leader.

The Metro South Health Research Portfolio Leader may escalate research-related issues to the Chief Executive Officer, Metro South Health if/when required.

The Metro South Health Research Council is an advisory Committee and holds no formal delegations.

Recommendations from the Metro South Health Research Council will be made on the basis of majority consensus of the Metro South Health Research Council membership.

Metro South Health Research Council has authority to endorse the Terms of Reference and membership of the Metro South Health Research Committee, which functions to oversee the operational research support, including administration of peer-review grant support.

## Escalation Process

A dispute resulting from a recommendation, action item or matter will be escalated to the Metro South Health Research Portfolio Leader or Chief Executive Officer, Metro South Health for resolution.

## Key Performance Indicators

- Metro South Health can demonstrate maintenance or development of research capacity, quality and productivity.
- Metro South Health Research Strategy:

- documents Metro South Health research goals and strategies
- is approved by the authorised delegate
- is reviewed regularly, accessible and updated annually.
- Metro South Health Executive is well-informed by Metro South Health Research Council, about research opportunities, issues and risks.
- Metro South Health can demonstrate congruence between clinical, corporate and research governance.
- Metro South Health Research Council and Research Committee Terms of Reference are updated annually and accessible.

## Meeting Processes

### Proxy Attendance

Members of the Metro South Health Research Council 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 Council member they are representing, to the attended meeting.

### Quorum

A quorum will consist of 50% of members plus one (1) 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 Council shall be scheduled to meet five (5) times per year on alternate months and/or as required. Additional meetings may be called at times deemed necessary by the Chair and/or Executive Director, Princess Alexandra Hospital.

The Metro South Health Research Council and Metro South Health Research Partners Forum shall be scheduled to meet two (2) times per year or as required. Additional Forums may be called at times deemed necessary by the Chair and/or Executive Director, Princess Alexandra Hospital.

### 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 Metro South Health Executive Correspondence Unit (MD05) for inclusion on Metro South Health Executive meetings, subject to consideration by the Chair of that meeting.

#### Member Responsibilities

Metro South Health Research Council General Members undertake to:

- Escalate research strategic priorities or emerging issues to the Metro South Health Research Council via submission of a briefing paper to the Chair.
- Complete pre-reading of meeting documents and agenda items prior to the meeting.
- Communicate key matters within their service/facility/division/organisation.
- Use best endeavours to attend all meetings and ensure they, or a suitably informed delegate/proxy attend a minimum of 80% of scheduled meetings.
- Declare actual, potential or perceived conflicts of interest in accordance with Metro South Health policies and procedures.

#### Conflicts of Interest

From time-to-time members, who are involved in the Metro South Health Research Council, 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, Princess Alexandra Hospital. 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.

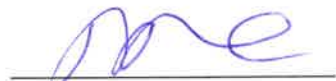
To remove any doubt, Metro South Health Research Council member responsibilities in the context of this Council, are to Metro South Health and to serve the community benefit.

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 Council at least annually. The next scheduled date of review is by 31 January 2021.

Approved:

  
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(Signature)

Dr Brian Bell

A/Executive Director, PAH

Metro South Health

Dated: 19/6/2020