

## ATTACHMENT 4 - Metro South Health Research Council Terms of Reference

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# Terms of Reference

## Metro South Health Research Council

### Context

Metro South Health's Vision is to be renowned worldwide for excellence in healthcare, teaching and research.

The Metro South Health Research Council is the peak advisory body to enable and facilitate the achievement of Metro South Health's Vision in relation to research.

### Functions of the Metro South Health Research Council

The Metro South Health Research Council:

- provides strategic advice and makes recommendations to the Metro South Health Research Portfolio Leader (Executive Director, PAH-QEII Health Network), to enable and facilitate the achievement of Metro South Health's Vision in relation to research;
- identifies and prioritises Metro South Health's research goals and strategies;
- drives the development of strategies that place research as an integral part of health care planning and delivery;
- advocates for, and facilitates the implementation of research strategies that bring excellence in health care for Metro South Health;
- influences and informs Metro South Health executive in relation to opportunities, issues and risks that are relevant to research; and
- ensures congruence between clinical, corporate and research governance.

The scope includes:

- funding and business administration of research;
- assessment and determination of research priorities;
- requirements that build research capacity, improve standards and increase productivity;
- embedding of research as core business in clinical service departments;

- commercialisation of research discoveries;
- strengthening collaboration and partnerships with Metro South Health affiliated universities; and
- oversight of the Metro South Health Research Committee.

## **Authority and Accountability**

The Metro South Health Research Portfolio Leader (Executive Director, PAH-QEII Health Network) 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.

Research Council is an advisory Committee and has no decision-making authority.

Recommendations from Research Council to Metro South Health Portfolio Leader (or appropriate delegate) 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 approve 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.

## **Key Performance Indicators**

- Metro South Health can demonstrate maintenance or development of research capacity, quality and productivity.
- Metro South Health Research Strategy, from July 2018:
  - documents Metro South Health research goals and strategies; and
  - is approved by the authorised delegate, and accessible;
  - is updated annually.
- Metro South Health Executive are well-informed by 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.

## Member Responsibilities

Metro South Health Research Council 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 recommendations and decisions to their division/service;
- Use best endeavours to attend all meetings and ensure they, or a suitably informed delegate/proxy attend a minimum of 80% of scheduled meetings.

## Membership

Membership is drawn from Metro South Health, the Translational Research Institute (TRI), Princess Alexandra Research Foundation, affiliated university's and appropriate external advisors(s).

The Metro South Health Research Council shall be comprised of:

Membership Type	Position
Chair	Executive Director, Medical Services, Princess Alexandra Hospital
General Member	Executive Director, PAH-QEII Health Network, (Research Portfolio Executive Director)
General Member	Chief Executive Officer, Translational Research Institute
General Member	Chief Executive Officer, PA Research Foundation
General Member	Finance Director, PAH-QEII Health Network, Metro South Health
General Member	Executive Director, Nursing Services, Princess Alexandra Hospital
General Member	Executive Director, Clinical Support Services, Princess Alexandra Hospital
General Member	Divisional Representative, Division of Medicine, Princess Alexandra Hospital
General Member	Divisional Representative, Division of Surgery, Princess Alexandra Hospital
General Member	Divisional Representative, Division of Cancer, Princess Alexandra Hospital
General Member	Divisional Representative, Division of Rehabilitation, Princess Alexandra Hospital
General Member	Divisional Representative, Emergency Department, Princess Alexandra Hospital
General Member	Facility Representative, Logan Hospital
General Member	Facility Representative, QEII Hospital
General Member	Facility Representative, Redland Hospital
General Member	Service Representative, Addiction Drug and Mental Health Services
Invited Guests	External person(s) with industry or biotechnology expertise

## Invited Guests

Input of relevant expertise will be sought as required. This may include but not limited to representation from: The University of Queensland – School of Medicine; Queensland University of Technology (QUT); and Health Support Queensland – Pathology Queensland.

## **Convenor/Chair**

The Chair shall convene Metro South Health Research Council meetings.

If the designated Chair is unavailable, then an Acting Chair may be nominated by the Chair, or by a majority of the members. The Acting Chair will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

## **Frequency of meetings**

The Metro South Health Research Council shall meet quarterly 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.

## **Attendance at meetings**

Metro South Health Research Council general members will attend meetings or provide an authorised proxy. Failure to attend can undermine the initiatives of Metro South Health.

The Metro South Health Research Council may extend an invitation to a listed invited guest and/or co-opt other members from appropriate work units or professional groups to attend for specific items relating to their particular expertise. Such persons do not assume membership of the Metro South Health Research Council and do not have authority to make any determinations/decisions regarding Metro South Health Research Council discussions.

## **Proxies to Meetings**

General members of the Metro South Health Research Council shall nominate a proxy to attend a meeting if the general 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 general member they are representing, to the attended meeting.

## **Secretariat**

The Executive Support Officer to the Executive Director, PAH-QEII Health Network, Metro South Health and the Manager, PAH Executive Services, Metro South Health will provide 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.

## **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 Metro South Health Research Council. The secretariat will provide minutes of each meeting via email distribution.

## **Quorum Requirements**

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 decision if a minimum of 50% plus one (1) members respond in writing. The outcome of the decision reached will be documented and included in meeting documents at the next scheduled meeting.

## **Conflicts of Interest**

From time to time general 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 and/or professional associations (e.g. University institutions). To remove any doubt, Metro South Health Research Council member responsibilities are to Metro South Health and to serve the community benefit. It is understood that at times a member's personal, private and/or professional associations may come into conflict with Metro South Health determinations. Actual 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 decision being made, the Chair will determine if a discussion may proceed and/or if the general member with the conflict must abstain from the decision-making process.

## **Dispute Resolution**

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

## **Review of Terms of Reference**

The Terms of Reference will be reviewed by the Metro South Health Research Committee at least annually. The next date of review is July 2018.

## Endorsed

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*(Signature)*

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*(Date)*

Dr Stephen Ayre  
Executive Director, PAH-QEII Health Network  
Metro South Health