
ATTACHMENT 5 - Metro South Health Research Committee Terms of Reference

Terms of Reference

Metro South Health Research Committee

Context

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

The Metro South Health Research Committee provides advice to the Centres for Health Research management, to enable and facilitate the achievement of Metro South Health's Vision in relation to research.

Function of the Metro South Health Research Committee

The Metro South Health Research Committee aims to foster research (clinical and management), and to promote and facilitate excellence in research within Metro South Health. The Metro South Health Research Committee functions to oversee the provision of research support, including administration of peer-review grant support.

Role of the Metro South Health Research Committee

The Metro South Health Research Committee provides advice to assist the Centres for Health Research, in 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;
- promotion of specific initiatives to facilitate research in Metro South Health;
- 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 of, and maintenance of compliance with the Metro South Health Research Management Compliance Framework;
- management of research-related opportunities, conflicts of interest, issues, risks, and disputes.

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 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 an advisory Committee and has no decision-making authority.

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

Key Performance Indicators

- Metro South Health Research Support Scheme is:
 - Aligned to Metro South Health Strategic Plan;
 - Conducted in compliance with Metro South Health policies and procedures;
 - Applied in a manner that is consistent with contemporary practice;
 - Effective and efficient.
- Metro South Health operational support to research and researchers is effective and efficient.

Member Responsibilities

Metro South Health Research Committee 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 Centre for Health Research management;
- Foster positive communication outside of the Committee regarding the Metro South Health research support progress and outcomes; and
- Check adherence of activities to standards of best practice, both within Metro South Health and in a wider context.

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 Committee shall be comprised of:

Membership Type	Position
Chair	Chair, Centres for Health Research, Metro South Health
General Member	Chair, Metro South Health Human Research Ethics Committee
General Member	Representative, PA Research Foundation
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	Divisional Representative, Division of Clinical Support Services, Princess Alexandra Hospital
General Member	Representative, Nursing Services, Princess Alexandra Hospital

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 Committee 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 Committee shall meet monthly on the final Wednesday of each month.

Attendance at meetings

Metro South Health Research Committee 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 Committee 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 Committee and do not have authority to make any determinations/decisions regarding Metro South Health Research Committee discussions.

Proxies to Meetings

General members of the Metro South Health Research Committee 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 Committee general member they are representing, to the attended meeting.

Secretariat

The Executive Support Officer to the Chair, Centres for Health Research, Metro South Health will provide 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.

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 Committee. The secretariat will provide minutes of each meeting via email distribution.

Quorum Requirements

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 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 Committee, 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 Committee member responsibilities are to Metro South Health. 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.

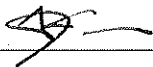
Dispute Resolution

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

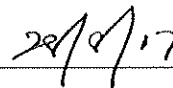
Review of Terms of Reference

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



(Signature)



(Date)

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