



# Research Committee - Terms of Reference

November 2023

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The Terms of Reference governs the operations of the Research Committee. The Emergency Medicine Foundation (EMF) Board in consultation with the Research Committee and Research Manager will review and endorse the Terms of Reference annually.

## 1 Purpose

The Research Committee provides the EMF Board with innovative, robust strategic advice on issues affecting research and its research program. The Research Committee will also be asked, as a matter of course, to consider and provide advice on other research issues and initiatives as requested by the EMF Board.

## 2 Scope

To provide advice to the EMF Board, on matters referred to it in accordance with the Research Committee's purpose. The Research Committee, of its own volition, may also provide advice to the EMF Research Manager on other matters that it considers of research importance. The Research Committee ensures clinician, academic and community input is gained and included in the decision-making processes for all strategic research matters.

## 3 Term

This Terms of Reference is effective from 29 November 2023 and will be ongoing until terminated or modified by the EMF Board.

## 4 Membership

The Research Committee is comprised of a minimum of five (5) and a maximum of nine (9) members:

- One representative from the EMF Board
- Chair, Research Evaluation Panel
- EMF Research Manager
- An EMF (1) Consumer Representative
- At least two (2) but no more than four (4) clinicians providing direct clinical care to patients in emergencies
- One (1) academic expert reviewer

The membership of the Research Committee is decided by the EMF Board. The membership of the Committee should cover a broad range of expertise such as emergency healthcare research, research

methods, research ethics, epidemiology, health economics, intellectual property, research translation, or investment strategy.

On acceptance of membership of the Research Committee a member will receive an information pack about EMF and will be required to sign a declaration stating that they understand the role they play at EMF and a confidentiality agreement.

## 5 Governance

- The Research Committee reports to the EMF Board
- The Research Committee Chair may be required to attend EMF Board meetings and/or provide a report to the EMF Board
- A meeting quorum will be more than half of the Research Committee membership, provided there is a minimum of two external expert reviewers present at the meeting
- The Research Committee Chair will have the casting vote in the case of a tied vote

## 6 In attendance

The Research Committee may, at the discretion of the chair, invite non-voting individuals as observers to attend regular or individual meetings, provide appropriate expertise as necessary and contribute to discussion.

## 7 Term of Appointment

Research Committee members shall serve for a term of one to three years and the term is renewable at the request of the EMF Board. A member may serve for a maximum of six years unless Board approval is given for a further term

If a member no longer fills the criteria for membership their Research Committee tenure will cease.

An appointed position becomes vacant automatically if the appointed member is absent without prior leave from two consecutive Research Committee meetings.

## 8 Roles and Responsibilities

The Research Committee is accountable for and delivering:

- Providing advice to the EMF Board on the development of EMF's strategic research priorities and objectives, and monitor research performance within the framework of EMF's strategic plan
- Providing advice to the Board and EMF management on research and research training matters as they arise
- Overseeing and advising EMF Board and management on the development, implementation, monitoring and review of policies, guidelines and procedures for establishing, servicing and strengthening EMF's key research objectives
- Providing a mechanism by which stakeholders may have input into EMF research activities, especially the consumer voice

- Reviewing grants for impact and strategic direction if EMF receives more fundable grant applications than available funds as decided by the EMF Research Evaluation Panel (REP)
- Ensuring appropriate selection of research projects for EMF funding
- Reviewing grants referred by the REP regarding issues outside the scoring matrix of the REP (such as impact, feasibility, legal issues, budget etc.)

The members of the Research Committee commit to:

- Wholeheartedly champion EMF and its strategic direction within and outside of work areas
- Maintain the integrity of EMF and themselves including but not limited to confidentiality and advisement of any conflicts of interest or perceptions thereof
- Understand the core business of EMF and agree to adhere to the strategic direction of EMF
- Attend scheduled meetings and special events either in-person or via audio-visual links
- Communicate with the EMF Board on anything relevant to the successful outcomes of the Research Committee responsibilities
- Make timely decisions and take action so as to expedite any EMF processes
- Notify EMF as soon as practical of any matter that may be deemed to affect the work of the Research Committee
- Actively promote EMF through social media and other appropriate avenues. The EMF Communications Manager may assist members with preparing materials and approval processes.

Members of the Research Committee will expect:

- That each member will 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 affect the Research Committee responsibilities both before and as they arise
- Open and honest discussions
- Ongoing 'health checks' to verify the overall status and 'health' of the committee
- Due respect for their expertise and willingness to contribute to the work of the Research Committee

## 9 Chair

The position of Chair will be determined by members of the Research Committee via majority vote for one year initially and then every two years. The Chair should be someone who ordinarily would not be involved in the Queensland emergency medicine research community.

The Chair is responsible for ensuring that the committee fulfils its responsibilities and should:

- Ensure the meeting agenda and relevant documents are circulated to the members of the committee in a timely manner
- Officiate and conduct meetings
- Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities

- Ensure minutes are complete and accurate, retained, reviewed and approved by the Research Committee within 28 days and included at the next meeting
- Ensure the minutes are available for the following Board meeting; if not finalised then draft minutes will be submitted

The Chair should serve as spokesperson for the Research Committee and may on occasions be required to attend EMF Board meetings.

## 10 Meetings

- All meetings will be chaired by the Board-appointed Chair
- EMF will provide secretariat, including:
  - Preparing agendas and supporting papers
  - Preparing meeting notes and information
- Meeting agenda papers will be made available in a timely manner prior to meetings, except in the case of an extraordinary meeting.
- Meetings will typically be held three times per year, in person or by audio-video conference
- Exceptionally, members of the Research Committee may contribute to the process of a Research Committee meeting by electronic participation
- Ad hoc meetings, teleconferences and email communication will occur throughout the year on an as needs basis.

## 11 Standing agenda items

Standing Agenda Items include:

- Conflict of Interest
- Update on Board deliberations and directions
- Program of Work
- Reporting from the Research Evaluation Panel (REP).

## 12 Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified only with the written approval of the EMF Board and General Manager.

## 13 Resources and Budget

The Research Committee must acquire approval from the EMF Board of Directors if it needs additional resources and/or funding.

## 14 Operations/Communications

Members of the Research Committee may communicate by phone, meetings, email, mailing lists etc. Discussions about EMF matters may be reported back to EMF. If a member wishes to add an item to the agenda of the meeting, the member must contact EMF at least ten working days prior to a scheduled meeting.

For reasons of security EMF documentation is not to be shared via email or other means without the prior approval of the EMF Research Manager.

Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). Where consensus cannot be reached, the Research Committee Chair will make the final determination.

Recommendations from the Research Committee and communications to the Research Committee from the Board or Research Evaluation Panel may be taken by the EMF representative nominated by the General manager or the Research Committee Chair.

## 15 Disclosure of personal details

For transparency, the Research Committee members' name, qualifications and current position (title and institution) will be listed on the EMF website and in the Annual Report. On acceptance of membership of the Research Committee a member will supply information required for the EMF website. A copy of each member's CV will be saved on the EMF share drive accessible to the EMF Board and staff.

## 16 Confidentiality

Research Committee members are required to sign the EMF Confidentiality Undertaking and must agree not to disclose confidential information acquired in the course of their activity as member of the Research Committee.

Research Committee members must not use such confidential information other than for the purpose of performing their function as a member of the Research Committee.

Research Committee members agree to take all reasonable steps necessary to ensure that the confidential information is kept confidential, including secure storage of documents and protection from unauthorised use of their EMF access permissions, including access to EMF's grant software.

Research Committee members must agree to keep all details of grant applications and the review process as well as discussion of research grants confidential. Outcomes of applications or research grants may only be discussed with a named investigator or parties related to that investigator or EMF.

Funding outcomes must remain confidential until approved by the EMF Board. While the membership of the Research Committee may be publicly disclosed, the identity of any assessor providing an external assessment to the Research Committee must not be disclosed.

## 17 Conflict of Interest

'Conflict of interest' is inevitable, particularly in a focused area of research. The key principle of Conflict of Interest is that any potential Conflict of Interest at any level (direct or indirect) or perceived must be disclosed and the ensuing action to address that (agreed upon by the Research Committee) will also be documented and kept on file.

Conflict of Interest for Research Committee members will generally fall into the following categories:

- Close family/friend
- Members who have published or obtained grants together with an applicant or grant recipient in the previous three (3) years
- Members who are from the same grouping or department

A Committee member who is directly or indirectly conflicted in the consideration of an application or research grant should be absent from any discussion or decision regarding that application or research grant.

Members of the Research Committee must not during the term of their membership and for the grant round immediately after the expiry or termination of their membership, be a Principal Investigator or Co-Investigator on a grant for moneys from EMF.

## **18 Payment terms**

There are no payments for performance of Research Committee duties; however, pre-agreed reasonable travel expenses may be reimbursed upon submission of receipts to the EMF secretariat.