1. PURPOSE AND SCOPE

This policy outlines the Terms of Reference for the RACS Research and Evaluation (incorporating ASERNIP-S) Committee

2. KEYWORDS

Research, Evaluation, ASERNIP-S, Terms of Reference

3. BODY OF POLICY

3.1. Background

The Research and Evaluation, incorporating ASERNIP-S (R&E/ASERNIP-S) Committee was created to provide leadership, guidance and direction to the research and evaluation activities within the RACS Strategic and Business Plan.

3.2. Objectives

The aim of the R&E/ASERNIP-S Committee is to ensure that the research and evaluation strategy and work program meets RACS needs and strategic objectives.

3.3. Duties and Responsibilities

3.3.1. To provide leadership and guidance to the program of research and evaluation and to develop and monitor a strategy to meet program objectives.

3.3.2. To exercise direction over activities, approve projects recommended by the Prioritisation Subcommittee and monitor their execution.

3.3.3. To advise on relevant externally-funded work opportunities which may be of benefit to RACS.

3.3.4. To review the annual department budget and to receive management finance reports.

3.3.5. To note and report issues which threaten to affect the progress of any activity and ensure adequate contingency management is in place.

3.3.6. To be informed and report on all outputs of R&E/ASERNIP-S.

3.3.7. To advise on wider publication and dissemination of R&E/ASERNIP-S activities and outputs in appropriate forums.

3.3.8. To identify risk and appropriately inform the Risk Management and Audit Committee.

3.4. Powers

The R&E/ASERNIP-S Committee shall have powers to make recommendations to the Research and Academic Surgery (RAS) Committee in relation to RACS research and evaluation activities, including strategic objectives, budgeting, finances, priorities and risk management.

3.5. Composition and Voting Rights

3.5.1. Committee membership with full voting rights comprises:

- Chair (Councillor or Fellow)
• Deputy Chair (Chair PDSB, or nominated representative)
• Additional Councillor(s) (up to two)
• RACS Fellows (up to three)
• Health Technology Assessment expert
• Research and Academic Surgery (RAS) Committee Chair
• Deputy Treasurer

3.5.2. In attendance:
• RACS Chief Executive Officer
• Surgical Director of Research and Evaluation
• Dean of Education
• Executive Director for Surgical Affairs (Australia)
• Executive Director for Surgical Affairs (New Zealand)
• Director, Research, Audit and Academic Surgery Division
• Finance Manager
• Manager, R&E/ASERNIP-S
• Team Leaders, R&E/ASERNIP-S

3.5.3. Co-opted and invited attendance at the discretion of the Committee Chair. (Note: Co-opted and invited attendance will be for a defined period determined by the Chair and will not have voting rights.)

3.5.4. Prioritisation Sub-Committee membership comprises:
• Chair, R&E/ASERNIP-S Committee
• Surgical Director of Research and Evaluation
• Dean of Education
• RACS Executive Director for Surgical Affairs (Australia)
• RACS Executive Director for Surgical Affairs (New Zealand)

3.6. Tenure and Method of Appointment
Membership of the Committee will be approved by the Research and Academic Surgery Committee and may be for three years with two further periods of three years to a maximum of nine years.

3.7. Meetings
The R&E/ASERNIP-S Committee shall meet three times per year. In between meetings, for example where advice or direction is required in a more prompt manner, business may be conducted via email and decisions recorded in the agenda and minutes of the next meeting.

The Prioritisation Subcommittee will meet as required, dependent on the projects which are being nominated by RACS to the R&E/ASERNIP-S department.
3.8. Quorum
The quorum shall be the majority of the members of the R&E/ASERNIP-S Committee.

3.9. Accountability
The R&E/ASERNIP-S Committee is accountable to Council via the Research and Academic Surgery Committee, PDSB for fulfillment of the duties and responsibilities outlined in the Terms of Reference.

3.10. Reporting Structure
The R&E/ASERNIP-S Committee’s proceedings will be recorded in minutes. Reports are provided to Council via the RAS Committee and PDSB.

4. ASSOCIATED DOCUMENTS
No documents associated with this policy.

Approver: RASC
Authoriser: PDSB