

Terms of Reference

PHSANZ Research and Scientific Committee

Roles and Responsibilities:

1. To provide advice to the PHSANZ Board with respect to:
 - a. The strategic direction the PHSANZ should take to support and promote research,
 - b. Any significant issues likely to impact the research capacity of PHSANZ members, and
 - c. Strategic alliances the PHSANZ should undertake with respect to research matters.
2. Collaborate with the PHSANZ Registry Medical Director to support PHSANZ Registry based research activities.
3. To assist the Education and ASM Committee with respect to:
 - a. Evaluating research abstracts submitted to the Annual Scientific Meeting, and
 - b. Supporting education and training of research skills.
4. Develop grants, fellowships, awards to support high quality research within the PHSANZ and where applicable:
 - a. Ensure appropriate advertising and promotion of research grants, fellowships, awards, and
 - b. Ensure appropriate adjudication of research grants, fellowships, awards including transparency and equity.

Membership:

5. The Committee will be composed of at least 6 members, including
 - a. The chairperson, nominated by the PHSANZ Executive Board
 - b. The PHSANZ Registry Medical Director
 - c. A respiratory representative
 - d. A rheumatology representative
 - e. A cardiology representative
 - f. An allied health / nursing representative
 - g. A basic science representative
6. Committee members may represent more than one discipline in item 2.1.
7. Committee membership tenure will be for a period of two years.
8. PHSANZ members may nominate themselves or be invited to participate by the Research chairperson in the Research and Scientific Committee. All nominees must be approved by the PHSANZ Executive prior to commencing their two-year tenure. If

too members wish to participate, the PHSANZ Board will vote on the composition of the Committee.

9. Committee members may re-nominate themselves to continue their involvement after their two-year tenure but will need PHSANZ Executive approval.

Meetings:

10. The Research and Scientific Committee must meet by telephone or face to face at least four times per year and as determined by the Research and Scientific Committee chairperson.
11. The Committee chairperson will report to the Executive Board after each formal subcommittee meeting.
12. In addition to 3.1, the Research and Scientific Committee will communicate via email as determined by the Research and Scientific Committee chairperson

Governance:

13. The Research and Scientific Committee chairperson will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
14. Any issues of conflict or uncertainty about the operation of the Research and Scientific Committee will be resolved by a decision of the Executive Board.
15. The Executive Board has the right to alter how the Committee operates and can at its discretion disband or reconstitute the Committee.