

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>TOR-3117</b>
<b>Department:</b>	<b>Research and Academic Surgery</b>		
<b>Title:</b>	<b>Research and Evaluation (incorporating ASERNIP-S) Committee</b>		

## 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 oversee activities 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 note and report issues which threaten to affect the progress of any activity and ensure adequate contingency management is in place.
- 3.3.5. To advise on wider publication and dissemination of R&E/ASERNIP-S activities and outputs in appropriate forums.
- 3.3.6. To identify risk and appropriately inform the Risk Management and Audit Committee.
- 3.3.7. To promote R&E/ASERNIP-S

### 3.4. Powers

The R&E/ASERNIP-S Committee can make recommendations to the Research and Academic Surgery Committee (RASC) 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 (Councilor or Fellow)

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>TOR-3117</b>
<b>Department:</b>	<b>Research and Academic Surgery</b>		
<b>Title:</b>	<b>Research and Evaluation (incorporating ASERNIP-S) Committee</b>		

- Deputy Chair (Chair, Professional Standards & Advocacy Committee (PSAC)), or nominated representative)
- RACS Fellows (up to four, who may be Councilors')
- Community representative with experience in HTA
- Research and Academic Surgery Committee (RASC) Chair
- Deputy Treasurer
- Health Policy and Advocacy Committee (HPAC) Chair

### 3.5.2. In attendance:

- Executive General Manager, Fellowship & Engagement
- Surgical Director of Research and Evaluation
- Executive Director for Surgical Affairs (Australia)
- Surgical Advisors (Aotearoa New Zealand)
- General Manager, Research, Audit and Academic Surgery
- Manager, R&E/ASERNIP-S

### 3.5.3. Co-opted and invited attendance is 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.)

## 3.6. Membership of the Committee

Membership of the R&E/ASERNIP-S Committee will be for a 3-year term with a possible extension for two more terms (up to 9 years total). Expressions of interest for Committee membership will be sought as per RACS policy. For the position of Chair, nominations will be sought from the Committee as well as per RACS policy. Similarly, expressions of interest from Health Technology Assessment experts will be sought through appropriate professional network meetings.

All nominations will be put forward to R&E/ASERNIP-S Committee for selection and approval with RASC to endorse the selected members/Chair.

## 3.7. Meetings

The R&E/ASERNIP-S Committee shall meet three times per year. Out of session business that requires prompt response is to be conducted via email and decisions recorded in the agenda and minutes of the next meeting.

## 3.8. Quorum

The quorum shall be the majority of the members of the R&E/ASERNIP-S Committee.

Approved By:	General Manager, Research and Academic Surgery	Original Issue:	January 2017
Document Owner:	Research Manager, Research and Evaluation/ASERNIP-S	Version:	5
		Approval Date:	July 2022
		Review Date:	July 2025

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>TOR-3117</b>
<b>Department:</b>	<b>Research and Academic Surgery</b>		
<b>Title:</b>	<b>Research and Evaluation (incorporating ASERNIP-S) Committee</b>		

### 3.9. Accountability

The R&E/ASERNIP-S Committee is accountable to Council via the RASC and the PSAC 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 RASC and the PSAC.

## 4. PUBLICATIONS

All publications arising from ASERNIP-S activities will be submitted to the R&E/ASERNIP-S Committee, the RASC and the PSAC for noting.

## 5. ASSOCIATED DOCUMENTS

No documents associated with this policy.

**Approver** RASC  
**Authoriser** PSAC

Approved By:	General Manager, Research and Academic Surgery	Original Issue:	January 2017
Document Owner:	Research Manager, Research and Evaluation/ASERNIP-S	Version:	5
		Approval Date:	July 2022
		Review Date:	July 2025