

Committee Name

Research Committee for the Department of Surgery (Melbourne Medical School).

1. Type

1:1 The Research Committee is an Advisory Committee of the Department of Surgery (hereby known as the Department) Executive;

1:2 Working groups may be formed to undertake specific tasks under the Research Committee's terms of reference and ad hoc items which may periodically arise.

2. Purpose

In accordance with the vision of the Department of Surgery to **become world renown for innovation and excellence in the conduct of basic sciences, clinical and translational research**, the aim of the Research Committee is to:

- Revise the research strategy of the Department, within the framework approved by the Executive, and set out in the Strategic Framework;
- Shall keep under review the research activities of the Department in order to encourage and facilitate research of the highest quality;
- Enhance research outcomes through promotion and support of (surgical) research and innovation.

3. Scope

3:1 The Research Committee shall have overall responsibility for the development and translation of the Department's Research Strategy and policy;

3:2 The Research Committee shall oversee and promote the development and integration of the Department's knowledge exchange and impact strategy with its commitment to research excellence.

3:3 The Research Committee will coordinate activities with the Education Committee in the development and management of research strategies, initiatives and innovation that promote the research and research education interests of the Department, and that foster the conduct of research and research education that is of the highest quality.

4. Authority

The Research Committee will approve and subsequently make recommendations to the Department Executive, other University Departments and Faculty Services.

5. Membership

- Surgical Research Precinct Lead (Chair);
- A minimum of one representative from each Precinct within the Department of Surgery (7);
- Manager, Department of Surgery;
- Executive Assistant to the Precinct Research Lead (ex-officio).

Members are nominated from appropriate Department Precinct Lead to the Chair of Research Committee; with a period of appointment being 2 years (members can be nominated by their precinct, and subsequently reappointed for further terms as appropriate).

6. Meeting arrangements

6:1 The Research Committee will meet bi-monthly (or at more frequent intervals as determined);

6:2 A quorum will deem to be 50% of members (including Chair);

6:3 Agendas and minutes of previous meeting will be prepared by the Executive Assistant to the Chair, and distributed by email to members prior to the meeting;

6:4 Communications between meetings will be by email.

7. Reporting

7:1 The Research Chair will report to the Executive at least annually;

7:2 All working groups shall operate under the strategic direction of the Research Committee to which they shall report on an annual basis or more frequently as the Research Committee requires and to which they can make recommendations.

8. Resources and budget

Meeting rooms will be booked by the Executive Assistant to the Chair, and all expenditure planned from the Research Committee will be approved by the Department Executive.

9. Program of Work

- Identify the Department areas of priority in research across the department by:
 - a) Conduct an annual review of capacity and capability of research across the Department;
 - b) Revise the framework by which identified deficiencies in capacity and capability are identified and subsequently accommodated.
- Monitor and revise infrastructure and processes to support the Department of Surgery strategic aims in research.

- Establishing a model by which basic researchers and clinicians can partner/collaborate to ensure research has the potential for translation into practice.
- Build a culture of research and encourage innovation in the Department of Surgery by ensuring that all precincts have professional development plans in place that will identify and support individuals into positions of leadership/mentoring.
- Facilitate discussion on common challenges in research by:
 - a) Bringing together annually members of the DOS, whereby they can discuss common challenges in research;
 - b) Identifying deficiencies in current research activities where the greatest impact can be made or where the optimum funding opportunities exist.
- Put in place processes that will provide our researchers greater access and participation in research by:
 - a) Explore models of investment across the Department to ensure attraction, retention and sustainability of such positions;
 - b) Encourage the development of patient outcome-driven data banks such as PROMS to support research queries and validate clinical practice outcomes;
 - c) Facilitate research opportunities and infrastructure for both paid and honorary staff appointments within the Department;
 - d) Promote research opportunities for Higher Degree by Research (HDR) students within the Department.
- Promote collaboration of multidisciplinary research in our focus areas within the Department of Surgery by facilitating broader collaborations and interactions between non-medical departments across the University such as Engineering, Computer Science, and Simulation etcetera.
- Position the Department as a leader in research locally / regionally/ internationally by identifying, encouraging and supporting research with high impact publication potential and/or public policy influence.
- Identify and pursue stable sources of funding for research.
- Focus on research translation within the Department of Surgery.

10. Review

The Terms of Reference will be reviewed every two years by the Research Committee, and upon finalisation, will be reported to the Department Executive by the Chair.