



# Department of Obstetrics & Gynaecology Research Training Committee (RTC)

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## Purpose

The Department of O&G Research Training Committee (RTC) has overall responsibility for the development and translation of the Department's research training strategy, aligned with the Faculty and School's research strategies, policies and initiatives, and is committed to providing students undertaking research training with a valued positive student experience.

The focus being on Honours and Graduate Research (GR) programs.

The Committee aims to strengthen a departmental culture that encourages:

- Research training support and networking
- Mentoring of graduate researchers, to encourage and facilitate research of the highest quality

## Values

The Department of O&G Research Training Committee is committed to ensuring that all Committee activities are carried out in a manner consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.**

## Terms of Reference

- To develop a process for attracting/accepting new students to the Dept of O&G GR program
- To ensure all GR supervisors have completed GR supervisor training
- To assist with the nomination of Advisory Committee Chairpersons
- To ensure that GR students are fully inducted into the Department, including coordinating meet and greets, onboarding, and space walkthroughs.
- Oversee the development of research training resources for students, supervisors and support staff to support a positive student experience
- Oversee the development and maintenance of web content, ensuring a streamlined interface with the University's student information systems as required
- To coordinate the provision of Graduate research support initiatives, e.g., thesis and/or writing support; peer review and mentoring.
  - Co-ordinate a GR buddy system

- To input/coordinate GR student progress updates into the Department's weekly GOSS seminar series;
  - Encourage students to attend seminars to support their peers
- To develop or support research training events across the department
- To assist with reviewing and scoring of awards, fellowships (including travel fellowships) and prizes pertaining to graduate researchers and their supervisors
- To assist with communication on research training matters across the School
- To organise GR student social gatherings/events which allow for collaboration and cross-pollination across sites/other departments
- Encourage GR students to link into Parkville networks

## Membership Proposal

- Chair –
- Deputy Chair –
- Graduate Research students from each site as far as practicable
- An ECR representative
- An MCR representative
- Senior Academic to serve as a champion of clinician scientist pathways matters
- The Department Manager - TBC
- Administrative assistant – TBC

## Membership 2022

- Prof Evdokia Dimitriadis (Chair)
- Prof Michelle Peate (Deputy Chair)
- Keegan Chien
- Georgia Wong
- Dr Elif Kadife, Dr Elizabeth Baker,
- Dr Ellen Menkhorst
- Dr Meaghan Griffiths
- Michaela Sacco
- Dr Sarah Lensen
- Bridget Arman

The Research Training leadership portfolio Chair and Deputy Chair position have been formally appointed by the Head and Deputy Heads of Department for a term of 2 years, commencing 2022, with the option for a third year.

From 2024: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or Research Training Committee. Candidates will be selected by the Head of Department and the Committee Chair.

The Research Training committee should aim to comprise a minimum of one representative from each precinct within the Department of O&G, including our smaller sites as far as practicable.

## Reporting line

- Chair reports via O&G Executive Committee to the HoD

## Meeting cycle

- Bi-Monthly for one hour via Teleconference

## Reports for tabling monthly

- Research Training Leadership Portfolio Reports
  - to provide a detailed report to the O&G Executive Committee twice per year as follows
    - Research training – February and July
  - To provide a short report on current actions within Portfolio bi-monthly.
  - Reports to be submitted to the Secretariat of O&G Executive Committee no later than 7 days prior to the meeting to enable consolidation and circulation with other meeting papers.

## Meeting procedures

- **Quorum**
  - A majority of current members.
  - Members participating by videoconference or teleconference will be deemed to be in attendance
- **Standard agenda items**
  - Attendance and Apologies
  - Actions Arising
  - Chair report against portfolio initiatives and action plan
  - Matters for discussion
    - Any matters raised prior to meeting by attendees
  - Other business
  - Reports for information tabled monthly
- **Meeting process**
  - Items must be submitted one week before meeting date
  - Agenda items will be allocated set times by the Chair
  - Priority will be given to matters for decision rather than just discussion
  - Decisions will be by majority vote
  - The Chair may be rotated
  - Other staff may be invited to attend meetings to present matters as required
  - Communications between meetings will be via email by default

- All committee members will have the opportunity to contribute to the setting of the meeting agenda; a call for agenda items will be made at least one week prior to the forthcoming meeting
- **Secretariat**
  - EA to HoD/DHoD will provide secretariat support to the committee.
  - Minutes will only record attendance, key decisions and items for action (including staff responsible and timelines)

## Review

The Terms of Reference is a live document and will expire on 31 December 2023. They are then to be reviewed every two years by the Research Training Committee, and upon finalisation, will be reported to the Department Executive by the Chair.