**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 renowned for innovation and excellence in the conduct of fundamental, 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;
* 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. Values**

* Consistent with the University and Faculty of Medicine, Dentistry and Health Sciences' (MDHS) strategic imperatives in the pursuit of excellence, the Surgery Research Committee’s values are:
* (a) Integrity and Accountability - maintaining the highest international standards of ethics and quality in research;
* (b) Compassion and Collaboration - sustaining a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
* (c) Respect - maintaining a safe, collegial and rewarding learning and working environment.

**4. Scope**

4:1 The Research Committee shall have overall responsibility for the development and translation of the Department’s Research Strategy and policy;

4:2 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.

4:3 The Research Committee will coordinate activities with the Department of Surgery’s Education Committee, the Mentorship Committee and the Innovation 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.

**5. Authority**

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

**6. Membership**

* Department of Surgery Research Lead (Chair);
* A minimum of one representative from each Precinct within the Department of Surgery (7);
* Early-Mid Career Researchers (1)
* Medical Student (1)
* Manager, Department of Surgery;
* Administrative/Executive Assistant (ex-officio).

Formation of Committee until end of 2021: 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).

From 2022: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or Research Committee. Candidates will be selected by the Head of Department and the Committee Chair.

The Chair and portfolio holders will serve for two years in the first instance, after which time a second term of up to two additional years may be offered in consultation with the Committee Chair and the Head of Department.

Gender equity and equal opportunity will be adhered to in the selection of committee membership as per the University’s commitment and endorsement of the [Australian Higher Education Joint Sector Position Statement](https://about.unimelb.edu.au/__data/assets/pdf_file/0023/160556/Australian-Higher-Education-Joint-Sector-Position-Statement-Commitment.pdf).

**7. Meeting arrangements**

7:1 The Research Committee will meet bi-monthly (or at more frequent intervals as determined).

7:2 A quorum will deem to be 50% of members (including Chair); when the quorum is not achieved, the minutes must be circulated and 75% of the membership should confirm decision made.

7:3 Agendas and minutes of previous meeting will be prepared by the Administrative/Executive Assistant, and distributed by email to members prior to the meeting; all documents will also be added to the “DoS Research Committee Sharepoint”.

7:4 Communications between meetings will be by email.

7:5 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 1 week prior to the forthcoming meeting.

**8. Decision and voting**

8.1 A quorum will deem to be 50% of members (including Chair).

8.2 All members have voting rights.

8.3 Committee decisions will be taken by general agreement of the committee members, unless a member of the committee requests a vote.

8.4 If a vote is to be taken, decisions will be based on the majority of votes from members present, by show of hands. In case of a tie, the Chair will have an additional casting vote.

8.5 All decisions and votes will be recorded in the minutes.

**9. Reporting**

9:1 The Research Chair will report to the Executive monthly during the executive meeting;

9:2 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.

**10. 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.

**11. 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**.**
* Establish 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) Exploring models of investment across the Department to ensure attraction, retention and sustainability of such positions;

b) Encouraging the development of patient outcome-driven data banks such as PROMS to support research queries and validate clinical practice outcomes;

c) Facilitating research opportunities and infrastructure for both paid and honorary staff appointments within the Department;

d) Promoting 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.

**12. 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.