

ACEM CLINICAL TRIALS NETWORK ('SECTION')

Council of Advocacy, Practice & Partnerships

1. INTRODUCTION

These Terms of Reference are established under, and are subordinate to, the **Policy on Sections** ('the Policy'). Although the nomenclature of 'Network' shall be used for this group (due to the familiarity with that concept in the research community) it will be considered a Section and will operate in accordance to the Policy. A good working knowledge of the Policy is recommended.

These Terms of Reference for the ACEM Clinical Trials Network (ACEM CTN) include the following:

- matters specific to the ACEM CTN (i.e. role and responsibility)
- membership specifications (including any variation permitted by CAPP), and
- operational matters where these have been varied by CAPP pursuant to the Policy.

Otherwise, refer to the Policy for details of all matters pertaining to the operation of the Section.

2. MEMBERSHIP

The ACEM CTN shall consist of the following members:

- Ordinary members:
 - A minimum of 30 FACEMs with no maximum limit.
- External members:
 - Any person working in or undertaking research in emergency care.

Applications for membership of ACEM CTN shall be submitted in writing in the format approved by the ACEM Board from time to time, and must be accompanied by all additional information as requested.

2.1 Executive

- A minimum of four (4) and a maximum of (6) ordinary FACEM members and one (1) ex-officio non-voting member nominated by the Scientific/Research Committee from among its members.
- Members of the ACEM CTN Executive shall be appointed by CAPP, on the nomination of the College members of ACEM CTN, for a period of two (2) years. Nomination to the Executive shall follow the outcome of an election by a process outlined in Regulations approved by the ACEM Board for the purpose.
- The Chair and Deputy Chair shall be appointed by CAPP following the appointment of the ACEM CTN Executive. Appointment will be by a simple majority vote of CAPP following a call for nominations from the membership of the Executive.
- A casual vacancy arising in the ACEM CTN Executive shall be filled in accordance with the provisions of the College *Policy on College Entities* (COR334).

- e) The appointment of any member to the Executive and/or any office bearer position may be revoked at any time by resolution of a majority of members present at any meeting of CAPP of which notice had been circulated to all members of CAPP and the Executive member at least fourteen (14) days prior to the meeting.

3. ROLE AND AUTHORITY

3.1 Role

- Facilitate and promote investigator-initiated, collaborative, multicentre clinical research in emergency medicine throughout Australia and New Zealand.
- Foster multidisciplinary research collaborations.
- Develop high-quality programs of research, addressing questions that are clinically relevant and important to clinicians and patients.
- Advance education and understanding of research methodology and critical analysis.
- Review new proposed studies and endorse projects that meet relevant guidelines.
- Review proposals for publication or presentation associated with endorsed projects.
- Monitor progress of endorsed studies through liaison with project steering committees.
- Propose issues or recommendations for the consideration of CAPP.

3.2 Extent of Authority

The ACEM CTN may provide advice to CAPP regarding matters within its purview but, with the exception of the endorsement of new studies, does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of College resources to ACEM CTN activities.

3.3 Line of Reporting

The entities below report to the Executive:

Entity reports to the following:

Committee reports to the following:



- a) This Section shall report to CAPP through the Research Committee following each of its meetings.
- b) Should the ACEM CTN Executive need to provide recommendations on the disbursement of College funds, whether by way of bursary, scholarship, grant, monetary assistance or otherwise, it shall:
- provide these recommendations to the Board via the ACEM Foundation, and
 - report on these activities to CAPP.

4. CONDUCT OF MEETINGS

4.1 Meetings of the Executive

Meetings of the ACEM CTN Executive shall be held at least twice a year, and more frequently where necessary. One (1) of these meetings shall be held face-to-face, and the remainder by teleconference.

4.2 Quorum

The required quorum for the transaction of business at an Executive meeting is as follows:

- Where the Executive consists of four or five members – three (3) members.
- Where the Executive consists of six members – four (4) members.

5. ASSOCIATED DOCUMENTS

COR602 Policy on Sections.

6. DOCUMENT REVIEW

Timeframe for review: Every two (2) years, or earlier if required.

6.1 Responsibilities

Document authorisation: Council of Advocacy, Practice and Partnerships
Document implementation: ACEM Clinical Trials Network Executive
Document maintenance: Manager Governance and Standards

6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Dec-2017	Approved
v2	Mar-2018	Alignment with revised Policy on Sections
v3	Jul-2018	New requirement to report to CAPP via Research Committee