

TERMS OF REFERENCE:

Research Committee

Purpose and Scope

The purpose of the Research Committee is to assist the Orthoptics Australia (OA) Board and other OA committees by providing access to quality research evidence and data, as well as to promote excellence in research by orthoptists and relevant to strengthening the orthoptic profession. Specific Research Committee responsibilities are to:

- Determine and oversee the strategic direction, management (including appointment of the editorial board and editors-in-chief) and administrative processes related to the Australian Orthoptic Journal (AOJ), with a view to increasing the impact and sustainability of the AOJ
- Review and improve OA approaches to the collection and acquisition of research data to inform policy and advocacy work. This includes identifying gaps in areas of strategic priority, synthesising evidence, analysis of data and generation of new data.
- Establish and build an orthoptic research network to strategically facilitate and promote research in areas of emerging priority, and to build a database of existing sources of orthoptic workforce and service delivery data.
- Collaborate with relevant stakeholders to design and administer an Australian Orthoptic Workforce Survey that aligns with the minimum data proposed by the Australian Government Department of Health and data requirements to support advocacy efforts by AHPA and OA.
- Regularly review the currency and comprehensiveness of the orthoptic scope of practice document as aligned with trends in clinical practice and in the context of the Australian Orthoptic Board (AOB) competencies.
- Explore the development of best practice statements through synthesis of research evidence, to strengthen documentary support for the scope of practice.
- Consider incentives and support to encourage additional research to be conducted in areas of emerging priority for orthoptic practice. This may include education and guidance on the conduct of research activities, funding opportunities and other incentives.
- Annually appoint the scientific committee for the annual OA National Conference.
- Annually appoint members of the review panel for conference awards, the OA research grant and other research awards and incentives.
- Annually review the eligibility and assessment criteria for the OA research grants, awards and prizes to ensure that high quality research is rewarded.

Committee Structure and Membership

- The Research Committee is a Committee established by the OA Board. Ideally the Committee should be composed of 6-8 members:
 - 1-2 OA Directors.



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- 4-6 OA current members who possess diverse research experience and skills including but not limited to, epidemiology, health service evaluation and implementation research, quantitative and qualitative methods, biostatistics and public health.
- Ex officio members can join the committee for time limited projects as agreed to by the committee.
- Time limited working groups can be established by the committee. Working Groups must include at least one CAP member with other OA members invited to join for the term of the working group.
- The Research Committee Chair is selected by the committee.
- Members of the Research Committee are nominated via an expression of interest (EOI) process or by invitation for a two year term.
- No member should serve on the Committee for more than 6 years. The Committee appointment and term expiration should be staggered so that no more than two Committee members leave at one time.

Reporting

The Research Committee reports to the OA Board. Minutes of all Committee meetings are to be provided to the OA Office within 14 days of each meeting for inclusion on the agenda for the next Board meeting. An additional written report can also be submitted to each Board meeting.

Meeting Frequency

The Research Committee meets a minimum of 4 times per year with additional meetings scheduled as required.

Authority / Decision Making

- The Research Committee was formed under the auspices of OA's Board to perform tasks which fit with the purpose and scope of the Committee and to consider other tasks as delegated from time to time by the Board;
- The Committee does not have the authority to enter into contracts or agreements independently. This includes but is not limited to, outsourcing all/any design or print requirements, which should be referred to the OA National Office; and
- Committee process is by consensus

