

Research Committee

Rationale

As a professional association, Osteopathy Australia is engaged in a diverse range of activities, all of which have the overarching goal of enhancing and promoting osteopathy.

The Research Committee shall advise Osteopathy Australia on research policy and on the development of strategies to promote research and scholarship in osteopathy. In addition, it shall have delegated responsibility for reviewing the scientific worth, validity and proposed methodology of research proposals.

With limited funds and multiple competing requests for research support, clear priorities in research for Osteopathy Australia will inform our research policy and future funding. In doing so, this ensures the direction of research supported by us is consistent with the broader aims of Osteopathy Australia's research strategy and supports the place of osteopathy in higher education and health care.

High-quality university education and training produces academics, osteopaths and graduates who work in a variety of healthcare settings. The research areas included in our research priorities need to be equally broad and encompass clinical issues beyond technique or treatment efficacy.

The Research Committee will recommend such research proposals to the Osteopathy Australia Board for consideration. The Research Committee shall report on its meetings and activities to the Board.

Terms of Reference

The Research Committee shall be directly responsible to the Osteopathy Australia Board and will have the following functions:

- Develop, implement, and maintain comprehensive and transparent research funding policy and processes
- Oversee the review of the scientific worth, validity, and proposed methodology of research proposals to be conducted by Osteopathy Australia, in collaboration with Osteopathy Australia, or using Osteopathy Australia's resources and make recommendations to the board
- Maintain a register of approved research projects
- Monitor the progress of approved research projects in accordance with the agreed requirements to ensure that research is conducted in accordance with Osteopathy Australia's approval of the research

- Make recommendations and review future strategic planning and policy directions for research and the development of funding models annually
- Recommend opportunities for liaison with external bodies, research funding bodies, journal editors etc., for the advancement and recognition of research within osteopathy
- Develop an annual plan for research and report on these activities within a timeframe set by the board
- Provide advice to the Board on the development of the research culture and profile of osteopathy and Osteopathy Australia
- Provide advice on funding clinical research and research leadership
- Facilitate continued engagement in research opportunities, including ORION
- Promote the effective use of current research to develop clinical practice and to influence the education of osteopaths as needed.

Where requested by Osteopathy Australia, the Research Committee may also:

- Develop and review Osteopathy Australia's research policies and procedures framework in line with the identified research priorities
- Make recommendations on budget and resource requirements to support research and scholarship activities of Osteopathy Australia
- Represent Osteopathy Australia's research interests and/or liaise with external stakeholders on behalf of Osteopathy Australia

Membership

The process for membership will involve a call for expressions of interest. The Board will then review the expressions of interest received and will be responsible for appointing members to the Research Committee.

- At least one (1) and a maximum of two (2) members from the Osteopathy Australia Board (one to be Chairperson).
- At least one (1) and a maximum of two (2) members of the research community in a tertiary education environment *outside of* an Australian osteopathic learning institution.
- At least one (1) and a maximum of two (2) members with research experience within tertiary education environment *in* an osteopathic learning institution. These members must be willing to liaise with the other institutions and are not appointed as a representative of their university.
- One (1) Osteopathy Australia appointed representative.
- The Osteopathy Australia Senior Research and Project Officer
- The Osteopathy Australia Chief Executive Officer (optional)

Period of Office

Appointed members shall normally serve on the Research Committee for a term of two (2) years. Committee members must submit an Expression of Interest at the end of each term

(two years) in order to serve consecutive terms. Members may serve up to three (3) consecutive terms.

Quorum

A quorum for meetings of the Research Committee shall be half the membership (at the time), plus one, and an Osteopathy Australia Director must always be in attendance.

Alternate Chairperson

In the absence of the Chairperson, the alternative Osteopathy Australia Director will act as an alternative Chairperson.

Meeting Schedule

The Research Committee shall meet four (4) times a year, normally before meetings of the Board. Annual meeting dates will be scheduled in advance, with committee input, and planned around core grant dates and the academic year. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Conflict of Interest

All committee members, regardless of staff or director status, will be required to declare any conflict (real or perceived) to be declared prior to any participation in each meeting. The committee will then record any conflict and the action they have undertaken.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by audio-visual means. External stakeholders of Osteopathy Australia may request the opportunity to address the Research Committee at any time, and this request will be considered and approved by the Chair.

Committee Management and Administration

It is the responsibility of the Chair to direct meeting schedules, agenda suggestions, review of papers and the action review. The appropriate, designated staff member will act as the secretariat and assist the Chair with the development and distribution of the agenda, papers, minutes, and calendar invitations. In general, committees will set agreed meeting dates, in advance, for each calendar year. The finalised agenda and papers will be distributed 5 working days prior to each meeting, and minutes distributed within 5 days after the meeting. Minutes will be tabled at the next Board of Directors meeting.

Review and Reference

Terms of Reference and the functioning of the Research Committee will be subject to review at least every two years by the Board to ensure that it is operating effectively, fulfilling its functions and reviewed for continuing relevance against identified benchmarks. Each year the Research Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted to the Board.