

The Raine Study Translation Committee

TERMS OF REFERENCE

1. Context

In 2016 the Raine Study Executive Committee approved a number of major initiatives including the establishment of a Translation Committee to assist the Raine Study in translating its research findings into improved, evidence-based health policies practices, and education.

2. Purpose

The Translation Committee serves to enhance translation of Raine Study information into improved health policy, practice and education.

3. Roles and functions of the Translation Committee

The Translation Committee shall:

- Provide a mechanism for bi-directional communication between researchers and those involved in implementing health practices and policies
- Discuss how the Raine Study discoveries could inform health policies, practices and education.
- Discuss policy and practice knowledge gaps and identify ways of filling these utilising past, current or future Raine Study research findings
- Develop strategies for enhanced translation of Raine Study discoveries into policy, practice and education.

4. General

4.1 Membership

The Translation Committee shall comprise of:

- i. Director (Chair)
- ii. Administrative Officer (Secretary)
- iii. Deputy Director (Deputy Chair)
- iv. Department of Health Representatives
- v. Health Services Provider Representatives
- vi. Clinical Educators Representatives
- vii. Clinical Research Representatives
- viii. Community Representatives
- ix. Cohort Representatives

4.2 Chair

The committee will be chaired by the Raine Study Director. Meetings will be convened by the Chair and supported by the Administration Officer.

4.3 Agenda and items

All agenda items will be forwarded to the Administration Officer 3 weeks prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 2 weeks prior to the next scheduled meeting.

4.4 Minutes

The minutes of each Translation Committee meeting will be prepared by the Administrative Officer.

Full copies of the minutes, including attachments, will be provided to all Translation Committee members no later than 2 weeks following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

4.5 Frequency of meetings

The Translation Committee meets once every six (6) months.

4.6 Proxies to meetings

Members of the Translation Committee will nominate a proxy to attend a meeting if the member is unable to attend. The member will brief the proxy about agenda items prior to the meeting.

The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting.

The nominated proxy will provide relevant comments/feedback about the attended meeting to the Translation Committee member they are representing.

4.7 Quorum requirements

A quorum will be half the regular membership plus one.