**VICTORIAN HEALTH RESEARCH TRANSLATION CENTRE COLLABORATIVE**

**Executive Committee: TERMS OF REFERENCE**

## BACKGROUND

There are three Victorian Research Translation Centre, Monash Partners, Melbourne Academic Centre for Health (both NHMRC accredited and MRFF funded) and the Western Alliance regional Centre which is State Government supported and links into all regional services. DHHS has a strong focus on statewide approaches and have only agreed to work with and support the Centres, if we have statewide reach. The Centres have been working together for 12 months and DHHS has funded the Collective at $1.2M to date, directed to each Centre. This supports a shared initiative on clinical research streamlining and individual projects within the three Centres with shared learnings.

The Centres have also been invited to collectively inform the Victorian Research Strategy being developed by DHHS. Recently new initiatives have been proposed and funded by DHHS for collaborative research in health service and community priority areas.

These opportunities highlighted the need for a more formalised structure to enable the Centres to work together and communicate effectively and an ***Executive Committee was proposed***. This committee will be important in working with State Government moving forward.

**Purpose**

The Executive Committee will provide a communication and collaboration vehicle across the Centres and provide strategic direction and oversight around current and potential future initiatives across the Victorian Centres, especially around working with the DHHS. This includes current DHHS funded activities on statewide streamlining of research governance and the recently funded proof of concept Victorian Healthcare Recovery Initiative, as a pilot based on the Learning Health System Framework.

**Objectives:**

* Establish transparent governance and communication channels to develop and deliver statewide initiatives and projects in priority areas
* Build stronger collaboration statewide connecting researchers, clinicians, government and community for better health across the Centres
* Engage stakeholders and optimise communication across Centres and statewide stakeholders
* Enhance, support and have oversight of DHHS funded Collective initiatives
* Assist delivery of the funded initiatives, addressing stakeholder needs
* Collaboratively support research and translation initiatives to improve health services and outcomes

**Role and responsibilities of Chair**

It is proposed that this be chaired by an independent chair, (proposed as Richard Larkins). The chair would oversee reporting back to the three Victorian Research Translation Centres. This role should be an academic and clinician of significant standing

They will:

* Preside as Chairperson at all committee meetings
* Certify that the meeting occurred and log attendance
* Present reports and recommendations as required
* Comply with the roles and responsibilities of a general member of the committee

**Term of office for the Chair**

The chair will be in position for two years

**Role and responsibilities of members**

Committee members are expected to:

1. Work together to deliver on the purpose
2. Commit to attending a minimum of 75% of meetings each year
3. Work together, share learnings, collaborate and oversee DHHS funded cross Centre statewide initiatives
4. Ensure engagement of our communities, health services, stakeholders and policy makers.
5. Consult and communicate with the Three Centre Councils and DHHS on a regular basis
6. Provide strategic advice, feedback and approval of proposals from funded initiatives
7. Nominate and appropriately brief a proxy if unable to participate in a meeting
8. Advance integration and embedding of research into healthcare to deliver impact
9. Assist in delivery of collaborative initiative and projects on time and on budget

## MEMBERSHIP

Members of the committee will include the independent chair, the lead of each of the Centres, a GP, consumer, a lead DHHS representative and a nominated CEO member rotating across Centres.

Others may attend meetings where appropriate, with prior notice and as required, and be included in the circulation of information, but will not be members of the Committee.

## QUORUM

A quorum will be 50% of the committee members plus 1.

## RESPONSIBILITIES

The Committee, will work together to achieve the outcomes in good faith and collaboration.

Figure 1: Proposed governance

MACH, Monash Partners, Western Alliance Councils

Victorian Health Research Translation Centre Collaborative Executive Committee

CEOs Research

Subcommittee, PHNs

And other key

Stakeholder groups

Other DHHS funded COVID-19 related initiatives

Victorian Healthcare Recovery Initiative / Learning Health System Project Steering Committee

Existing Victorian research governance committee

## REPORTING

The Committee will report to the three Centre Councils through the chair, minutes and Centre leads. Reports will be prepared by Centre administrative support and approved by the Committee and provided against objectives, deliverables and milestones of specific collaborative initiatives

**Conflicts of interest**

These will be declared and management will follow NHMRC processes.