

Registries and Clinical Trials Sub-Committee

Terms of Reference

1. Role and Responsibilities

The Sub-Committee will:

- a) Provide oversight and advice on the infrastructure and governance for TSANZ Respiratory Medicine Clinical Trials Network and Quality Registries.
- b) Provide oversight and strategic guidance and review of ongoing quality and safety registries;
- c) Develop best practice for TSANZ Respiratory Medicine Clinical Trials Network and Quality Registries.
- d) Ensure appropriate review, approvals, and endorsement of registries and clinical trials for the TSANZ Respiratory Network;
- e) Advise the TSANZ Board of any critical issues likely to impact on the capacity of the TSANZ membership to maintain individual registries and clinical trials;
- f) Support and respond to the quality registries and clinical trials needs of the Special Interest Groups of the Society;
- g) To liaise with external bodies including but not limited to government, commercial sponsors, and philanthropic organisations, to promote TSANZ Respiratory Medicine Clinical Trials Network and Quality Registries.
- h) Advise the TSANZ Board on any other matters relevant to the TSANZ Respiratory Medicine Clinical Trials Network and Quality Registries and respond to Board requests for advice.

2. Membership

The Sub-Committee will be composed of TSANZ members made up of:

- a) TSANZ Director (RCTS Chair)
- b) TSANZ Director (Research Chair)
- c) The TSANZ Research Manager will be an *ex officio* member of the subcommittee;
- d) Project Clinical Lead (for each Clinical Trial Network and/or Registry)
- e) Other members as required

The membership will comprise a balanced representation of basic, clinical and translational research expertise and the committee will strive to ensure appropriate gender representation.

3. Meetings of the Standing Sub-Committee and Reporting

- a) The Sub-Committee will meet by telephone, email or face to face as is necessary and at least twice per year including at the ASM and as determined by the Chair of the Sub-Committee;
- b) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting; The Sub-Committee will report to the Board via its Chair at each Board meeting.
- c) As a requirement for membership of the RTC, all members must attend or provide appropriate apology for at least 50% of all meetings, and all members must maintain their appropriate register of Conflict of Interests.

4. Governance

- a) The Chair of the Sub-Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration;
- c) Any issues of conflict or uncertainty about the operation of the Sub-Committee will be resolved by a decision of the Board; The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.

5. QUORUM

- a) The quorum for a meeting of the RCT will be majority of the members of the Committee.
- b) At least 75% attendance of all meetings is expected of every committee member in order to facilitate completion of committee work.

Current Chair: TBA

Endorsed: 03/07/19