

Clinical Care and Resources Sub-Committee

Terms of Reference

Purpose: The Clinical Care and Resources sub-committee (CCRS) is responsible for the development and oversight of the TSANZ clinical guidelines portfolio and in ensuring that all TSANZ endorse clinical documents meet stringent TSANZ standards

1. Role and Responsibilities

The Clinical Care and Resources Sub-Committee will:

- a) Foster best clinical care in thoracic medicine by promoting the use of guidelines and position papers. This will include:
 - i. Strategically developing clinical guidelines and position papers that support the practice of Thoracic medicine in Australia and New Zealand.
 - ii. In association with the TSANZ special interest groups (SIGs), ensure that clinical guidelines and position papers are produced and maintained to reflect best evidence-based practice.
 - iii. In collaboration with the Education and Training Sub-Committee, guidelines will support the curriculum for the TSANZ members and trainees, to facilitate training and professional development.
 - iv. Collaborate with other Australian and New Zealand and international professional bodies, government and community stakeholders in the development of guidelines and position papers.
 - v. Provide advice to the TSANZ Board regarding endorsement of guidelines and position papers produced by other professional bodies.
 - vi. Ensure that endorsed guidelines and position papers adhere to the standards of peak professional and government bodies in Australia and New Zealand, such as the NHMRC and New Zealand Guidelines group.

- b) Provide advice to government, members and interested stakeholders about issues that impact on the practice of thoracic medicine. This will be in collaboration with the TSANZ SIGs and other Australian, New Zealand and international professional bodies and will include:
 - i. advice on models of care and best clinical practice.
 - ii. advice on therapeutics and access to them.
 - iii. advice on techniques and devices as they relate to clinical care and access to them.
 - iv. in collaboration with peak professional and government bodies, advise on standards of clinical care and adequate access to relevant health care resources that pertain to thoracic medicine for all Australian and New Zealand residents.
 - v. in collaboration with peak professional and government bodies, advise on access to relevant health care resources that meet the needs for Indigenous populations in Australia and New Zealand; and
 - vi. in collaboration with the Professional Standards Sub-Committee, provide advice on workforce issues and their relationship to the ability to deliver best clinical care in Australia and New Zealand.

2. Membership

- a) The Sub-Committee will be comprised of at least eight (8) voting members of the Society.
- b) The Chair of the CCRS will be a TSANZ Board Director and will be appointed by the Board.
- c) The membership will comprise of individuals with appropriate expertise and include a balanced representation of basic, clinical and translational research experience expertise; encompass different craft groups, including adult and paediatric fields and ensure career duration, gender and geographical diversity.
- d) Nominations will be called for as and when the Sub-Committee needs to expand its membership; with membership approved by the Board on recommendation of the Chair.
- e) Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years.
- f) Members who have already held office for their maximum term can re-apply after a year has passed.
- g) The Sub-Committee has the power to create its working groups and advisory sub-committees, as required, subject to Board approval.
- h) The Sub-Committee has the power to co-opt other members as required until the time of the next Board meeting.

3. Meetings of the Standing Sub-Committee and Reporting

- a) The Sub-Committee will meet virtually or face to face as is necessary and at least two times per year and as determined by the Chair of the CCRS.
- b) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting and where possible prior to the AGM.
 - a) Meetings to discuss documents under review may be called as required.
 - b) The Sub-Committee will report to the Board via its chair at each board meeting.
- c) As a requirement for membership of the CCRS, all members must attend or provide appropriate apology for at least 50% of all meetings.
- d) The Chair shall review and approve the agenda items and advise if an item needs to be added to the agenda.
- e) The Chair shall review and approve the minutes of the meeting before these are circulated to the Committee for confirmation at a subsequent meeting.
- f) The meeting agenda and associated papers will be circulated at least five business days in advance of the meeting.
- g) Secretariat support will be provided by TSANZ office staff.

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) Prior to commencing their term as Chair of CCRS, she/he must divest themselves of any ongoing financial or advisory relationships with Industry.
- c) As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration.
- d) Any issues of conflict or uncertainty about the operation of the Sub-Committee will be referred to and resolved by a decision of the Board.
- e) The Board has the right to alter the operation of the Sub-Committee and can at its discretion disband or reconstitute the committee.
- f) Membership of the sub-committee is solely on the basis of providing advice to the TSANZ Board and any working relationships or partnerships with other organisations are at the discretion of the Board.
- g) A majority of the members of the Sub-Committee shall constitute a quorum and may, whenever those members deem fit, convene the meeting of the Sub-Committee, provided that either the Chair or the Deputy Chair is among those present.

