

Registries and Clinical Quality Sub-Committee

Terms of Reference

Purpose: The Registries and Clinical Quality Sub-committee (RCQ) provides governance and advice for registry activities. The RAQ will support, amplify, and improve the quality of clinical research in Australia and New Zealand by ensuring feasibility and focus on relevant clinical questions. The RCQ will oversee the TSANZ Registries and clinical quality projects to ensure effective collaborations with our partners and stakeholders to support respiratory registries and advise the TSANZ Board on related strategic matters.

1. Role and Responsibilities

The Sub-Committee will:

- a) Provide oversight and advice on the infrastructure and governance for TSANZ Clinical Quality Registries
- b) Provide oversight and strategic guidance and review of ongoing clinical quality and safety registries.
- c) Develop best practice for TSANZ Clinical Quality Registries.
- d) Ensure appropriate review, approvals, and endorsement of registries 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.
- f) Support and respond to the quality registry 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 Clinical Quality Registries.
- h) Advise the TSANZ Board on any other matters relevant to the Clinical Quality Registries and respond to Board requests for advice.
- i) Ensure that research processes are acknowledged as being fair and transparent and supporting diversity.

2. Membership

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

- a) The Chair of the RCQ will be a TSANZ Board Director and will be appointed by the Board.
- b) The TSANZ Registries Manager will be an ex officio member of the subcommittee.
- c) Registries Officer
- 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) Registry officer may remain a member of the RCQ as long as the specific project remains current; there is no limit on their membership duration. Registry officer may change for each project as required.
- g) The membership will comprise of individuals with appropriate research expertise and include a balanced representation of basic, clinical, and translational research expertise; encompass different craft groups, including adult and paediatric fields and ensure professional, career duration, gender and geographical diversity.

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 RCQ
- b) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting and where possible prior to the AGM.
- c) The Sub-Committee will report to the Board via its Chair at each Board meeting.
- d) The Sub-Committee Chairs can only chair meeting items they are not conflicted on.
- e) As a requirement for membership of the RCQ 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.
- f) The Chair shall review and approve the agenda items and advise if an item needs to be added to the agenda.
- g) The Chair shall review and approve the minutes of the meeting before these are circulated to the Committee for confirmation at a subsequent meeting.
- h) The meeting agenda and associated papers will be circulated at least five business days in advance of the meeting.
- i) 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) Any issues of conflict or uncertainty about the operation of the sub-committee will be resolved by the Board.
- c) As a mandatory requirement for membership, all members must complete and maintain a Conflict-of-Interest Declaration.
- d) The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.
- e) 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.
- f) A minimum of three 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.