

Terms of Reference

Pharmacy Research Collaborative

Purpose

The purpose of the Gold Coast Hospital and Health Service Pharmacy Research Collaborative is to:

1. Develop and support staff within the Pharmacy Department to undertake research.
2. Build and strengthen research links with groups external to the Pharmacy Department, including Universities, the Office for Research Governance and Development, research networks and research collaboratives.
3. Foster and develop processes to embed research into practice.
4. Promote and support the strategic objectives listed in the Gold Coast Health (GCH) Research Strategy (2022-2024):
 - Build research capacity,
 - Strengthen partnerships,
 - Embed research in health services and systems, and
 - Establish a sustainable research culture.

Scope and function

The Pharmacy Research Collaborative will:

- Promote a research culture within the Pharmacy Department.
- Provide a direct link to the GCH Office for Research Governance and Development and local universities: Griffith University School of Pharmacy and Medical Sciences, Bond University Evidence Based Practice Professional Unit, the University of Queensland School of Pharmacy.
- Facilitate the mentoring of staff wishing to undertake research.
- Provide advice on governance to support research within the Pharmacy Department.
- Oversee the Quality Use of Medicines Project Ideas Submission process.
- Note current Pharmacy Department research projects.
- Promote and support the publication and/or presentation of Pharmacy Department research or quality improvement activities.

Membership

Members	<p>The committee shall be comprised of:</p> <ul style="list-style-type: none"> • Pharmacist – Assistant Director(s) with Research Portfolio • Pharmacist – Advanced or Senior/s, including Medication Safety and Clinical Trials • Pharmacist Senior – Clinical Facilitator (Griffith) • Pharmacist Senior – Clinical Educator • Pharmacist Senior – Research (Chair) • Pharmacist (Secretariat) • Griffith University School of Pharmacy and Medical Science representative • The University of Queensland School of Pharmacy representative • Bond University Evidence-Based Practice Professional Unit representative • GCH Office for Research Governance and Development representative
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Reporting

The Committee reports to the Pharmacy Management Group.

Frequency of Meetings

Bi-monthly.

Quorum

Three committee members with a minimum of two from the Pharmacy Department.

Agenda Items

The draft agenda and research documents will be distributed to all members of the committee prior to each scheduled meeting.

Minutes

- The minutes will be distributed with the draft agenda to all members of the prior to each scheduled meeting.
 - The minutes shall be informal and record the general discussion of the committee members and the agreed outcomes.
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Access to Information / Confidentiality

Members of the committee have the right to access information and documents relevant to issues being considered within the terms of reference. It is acknowledged that certain issues being examined may be of a confidential and/or sensitive nature, which will require members of the committee, and the secretariat, to exercise utmost tact and discretion and ensure any confidential information will remain confidential.

Out-of-Session Functions of the Committee

Depending on the particular issues in question, it may be useful or necessary to disseminate information to members of the Committee outside of scheduled meetings.

Consumer Engagement

A consumer representative is not a permanent member of the collaborative. Consumer input will be sought as required.

Periodic Performance Review

Annually the collaborative will consider the outcomes and conduct of the Collaborative in the previous year and consider changes to the Terms of Reference for the year to come.

Key Performance Indicators (KPI) for the committee are based on the GCH Strategic Plan, GCH Research Strategy and Queensland Health Strategy entitled *Optimising the allied health workforce for best care and best value* to build Pharmacy Department research capacity through:

- Providing advice on time staff may be allocated to research within the Pharmacy Department.
 - Developing pharmacy staff knowledge regarding how to undertake research, including understanding the difference between research and QA/QI, and ethics requirements.
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- Linking Pharmacy Department supported research with Departmental priorities.
 - Increasing staff and student participation in research, including collaborative research external to the Pharmacy Department and GCH.
 - Increasing the number of presentations and publications by Pharmacy staff, including posters/presentations from QUM projects.
 - Defining support provided to staff whilst undertaking higher level research.
 - Supporting successful grant applications to facilitate research.
 - Increasing the visibility of research within the pharmacy department.
 - Developing Pharmacy research KPI's.
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Endorsed August 2023