



# Clinical Trials Network Executive

## Terms of Reference

Version 3.0 January 2022

### 1. PURPOSE

The ANZCA Clinical Trials Network (ANZCA CTN) aims to facilitate and support delivery of high quality trial evidence that translates into safe and effective practice in anaesthesia, peri-operative and pain medicine. The ANZCA CTN has a particular focus on multi-site trials.

The ANZCA Clinical Trials Network Executive (the Executive) leads the CTN and reports to the ANZCA Research Committee. The Executive has both a governance and representative role. To achieve its goals the Executive needs to have appropriate skills, and must be transparent and responsive to the ANZCA CTN community of researchers. The Executive must also be representative of the ANZCA CTN community of researchers.

### 2. TERMS OF REFERENCE

#### 2.1 The Executive's roles are to:

- 2.1.1 Provide leadership in the areas of clinical trials in anaesthesia, pain management and perioperative care in Australia and New Zealand
- 2.1.2 Facilitate CTN activities that help deliver high quality trials
- 2.1.3 Facilitate CTN activities that help deliver the goals outlined in the strategic plan
- 2.1.4 Engage with all relevant stakeholders and external organisations
- 2.1.5 Advocate for the CTN to all relevant stakeholders and external organisations
- 2.1.6 Engage with the ANZCA CTN community of researchers
- 2.1.7 Support and encourage diversity within the CTN and the Executive
- 2.1.8 Encourage fellows and trainees to become involved in Network activities and support emerging investigators
- 2.1.9 Evaluate requests for endorsement of trials including organising peer review feedback
- 2.1.10 Administer the pilot grant scheme that supports development of high quality trials including selecting reviewers
- 2.1.11 Support survey research related to CTN and other clinical trial activity and planning
- 2.1.12 Lead the planning and development of research-based sessions at the ANZCA Annual Scientific Meeting (ASM), CTN workshops and other meetings as requested
- 2.1.13 Oversee the activities of, and liaise with, the Anaesthesia Research Coordinators Network (ARCN) sub-committee
- 2.1.14 Support and lead the activities of the CTN Office
- 2.1.15 Establish and liaise with the ANZCA CTN Reference Group
- 2.1.16 Develop policy about CTN activities
- 2.1.17 Convene *ad hoc* working groups for specific initiatives

#### 2.2 The roles of the CTN Executive do NOT include:

- 2.2.1 Direct oversight of trials (which is the role of the trial sponsor and/or trial steering committee)
- 2.2.2 Direct running trials (which is the role of the trial investigators with varying involvement of the CTN Office).
- 2.2.3 Recruitment of participants to trials (which is the role of site investigators)
- 2.2.4 Governance of the ANZCA research grant program (which is the role of the Research Committee)



- 2.2.5 Governance of ANZCA's research fundraising activities (which is the role of the ANZCA Foundation Committee)

**2.3 The following are specific delegated roles from the Research Committee:**

- 2.3.1 Endorsement of trials
- 2.3.2 Award of pilot grants as described in the pilot grant scheme policy
- 2.3.3 Support survey research as described in the survey research policy
- 2.3.4 Organisation of research-based educational sessions and workshops
- 2.3.5 Appointment of members and chair of the ARCN sub-committee
- 2.3.6 Approve changes to the ARCN sub-committee terms of reference and regulation
- 2.3.7 Appointment of members of the ANZCA CTN Reference Group

**2.4 The following require approval of the Research Committee:**

- 2.4.1 Appointment of CTN Executive committee members
- 2.4.2 Changes to the Executive regulation and terms of reference
- 2.4.3 New and revised Executive policies

**2.5 The important groups/roles for coordination/communication for the Network Executive are:**

- 2.5.1 Council (governance)
- 2.5.2 Research Committee (reporting and liaison about grants)
- 2.5.3 ANZCA Foundation Committee (liaison about fundraising activities)
- 2.5.4 Education, Training and Assessments Management Committee (liaison about research learning objectives and survey research)
- 2.5.5 Professional Affairs Executive Committee (liaison about continuing medical education sessions and survey research)
- 2.5.6 Central Clinical School, Monash University (ANZCA and Monash University have a memorandum of understanding regarding the location and support of the Network Executive office and manager, and the management of external peer-reviewed funding for some trials)
- 2.5.7 The ARCN sub-committee
- 2.5.8 The ANZCA CTN Reference Group
- 2.5.9 Emerging Investigators Subcommittee (liaison about emerging investigator support and trainee research networks)

**3. MEMBERSHIP OF THE EXECUTIVE**

- 3.1.1 The membership of the Executive is defined in Regulation 2.35.
- 3.1.2 There will be between 9 and 12 members of the Executive with the exact number being at the discretion of the Executive.
- 3.1.3 Members of the Executive will serve 4 year terms to a maximum of 12 years.
- 3.1.4 Calls for Expressions of Interest in joining the Executive will be made when positions of the Executive become vacant.
- 3.1.5 Selection of potential members of the Executive will be made by application to the Executive who will recommend members by concealed vote. Those with the majority of votes will be selected (pursuant to points 8. and 9. below). Ties will be decided by the Chair with due recognition of point 7 below. Potential members will then be recommended to the Research Committee for consideration.
- 3.1.6 Those members who have come to the end of their 4 year term will be able to reapply through the call for Expressions of Interest (except for point 11 below).
- 3.1.7 In voting for new members, the Executive should take into account the following factors reflecting the roles of Executive in leadership, engagement, advocacy and facilitating CTN



activities.

- a. While some experience in trial activity will be a prerequisite, and post graduate training in research methodology would be preferred, membership will also be representative of the varying expertise and experience in clinical trial research within the CTN community of researchers
- b. Diversity in practice, gender and geographical location
- c. Willingness to contribute to, or past record of facilitating, the activities of the CTN Executive

3.1.8 At least one member of the Executive must be an emerging trialist.

3.1.9 At least one member of the Executive must be from New Zealand.

3.1.10 New membership of Executive appointments and renewals will be announced at the ASM.

3.1.11 Members will serve a maximum of 12 consecutive years (excluding ex-officio time)

### **3.2 Chair of the Executive**

3.2.1 The executive will have a Chair and Deputy Chair. The tenure of The Chair and Deputy Chair is two years with the option to renew for one further term. The Deputy Chair and Chair are recommended by the Executive to the Research Committee.

## **4. The ANZCA CTN REFERENCE GROUP**

To main corporate knowledge and encourage continuing engagement the Executive will create a Reference Group. The Reference Group will act in an advisory capacity for any matters relevant to the ANZCA CTN. Individual members of the Reference Group may be invited by the Chair of The Executive to join Executive meetings for specific matters but will have no voting rights. The group is not a formal committee of ANZCA and will not have formal meetings or a chair. Members of the CTN community of researchers can apply to the Executive to be a member of the Reference Group. The Executive will decide if an applicant should be a member of the Reference group. Membership of the group should be based on previous experience in ANZCA trials as well as diversity (as outlined above). There is no limit to the size of the Reference Group. The Executive may remove a member of the Reference Group at any time.

## **5. MEETINGS**

- 5.1.1 The Network Executive will meet at least 3 times per year, at the ANZCA annual scientific meeting, the annual Network workshop meeting and at least once more by teleconference or webinar.
- 5.1.2 A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the Executive may meet only for discussion purposes.
- 5.1.3 Questions arising at a meeting of the Executive (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.
- 5.1.4 For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.
- 5.1.5 The discussions of each ANZCA committee, subcommittee and working group are confidential to its members.
- 5.1.6 Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.
- 5.1.7 The members of the ANZCA Clinical Trials Network Executive will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and



Harassment for fellows and trainees Acting on behalf of the College or undertaking College functions and staff policies (available by contacting the CEO at [ceo@anzca.edu.au](mailto:ceo@anzca.edu.au)).

## 6. REPORTING

Meetings will be minuted with the minutes being forwarded to the Research Committee. Decisions made electronically will be recorded in the minutes of the next Executive meeting.

## 7. ADMINISTRATIVE SUPPORT

Administrative support for Executive will be from the Network manager and Foundation Unit.

## 8. FINANCIAL PLANNING

- 8.1.1 Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.
- 8.1.2 The roles of the subcommittee include to:
  - a. develop an annual activity plan and report
  - b. Support ANZCA management in decision making, in order to ensure the best possible financial outcome
- 8.1.3 The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

## 9. CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	K Leslie T Short S Poustie	ANZCA Trials Group Executive Committee	Council – Aug 2012	Creation
1 (amended)			August 2013	Educational restructure, clarifying reporting lines
1 (amended)	L Roberts	ANZCA Executive	Council February 2014	Amendment to standard wording for ANZCA policies
1 (amended)		ANZCA Executive	Council April 2014	Amended definition of quorum and financial reporting.
1 (amended)	K Leslie	ANZCA Trials Group Executive Committee	Council e-vote October 2014	Amendments in line with Trials Group strategic plan 2014-7 and name change
1 (amended)	L Roberts	Executive Committee	Council April 2015	Amendment to “membership”
2	K Goulding P Peyton	CTN Executive	Research Committee April 2019	Addition of ARCN sub-committee oversight. Amendment to “survey research”
3	A Davidson	CTN Executive	E-vote by CTN Executive on 21 Jan 2022 and E-vote by the Research Committee on 31 Jan 2022	Major revision

**Date of next review: May 2023**