

Terms of Reference: The EHS Prehospital Research Initiative Advisory Committee (RAC)

Membership:

The EHS Prehospital Research Initiative consists of no more than 15 (*plus 5 back up*) members that include the Chair and Co-Chair, and representation from the programs within EHS and Communications Centre. A minimum of 25% representation from paramedics is expected to ensure representation from this stakeholder group.

Terms:

Members shall be invited to serve on this Committee and shall be asked to RSVP if unable to attend. For those members with an alternative attendee, they are asked to invite this person in the event they cannot attend. Length of terms for members will be for two (2) years. Resignations require written notice to either the Chair or Co-Chair.

Meetings:

- Initially this group will meet monthly.
- Once the group is established, it may meet bimonthly or by call of the Chair.

Quorum:

Quorum is a majority of members (50% + 1). The EHS Prehospital Research Initiative decisions are expected to operate by consensus.

Membership:

Name	Title	Contribution
Gredi Patrick	EHS Research Director, Committee Chair	- Expertise in Quantitative & Qualitative research - Ethics, research administration
Andrew Travers	EHS Medical Director of Research, Committee Co-Chair	- Expertise in medical research, trauma related issues, ground and air ambulance operations - Contacts
“Vacant”	EHS Research Assistant	- Support to the EHS Research Directors, field paramedic
Bud Avery	Program Manager, EHS AHTSC	- Expertise in general research and simulation issues - Contacts
Ed Cain	Head EMS Division of Emergency Medicine	-Expertise in medical research - Contacts
Tom Dobson	EMC, Clinical Quality Coordinator	- Expertise in paramedicine and QI contacts
Terence Hawco	Operations Supervisor/ Eastern Shore representative	- Expertise as field paramedic
Paula Martell	EHS Lifeflight Program Manager	- Experience in research - Contacts

Thomas Raithby	Mobile Health Services Quality Agency	-Expertise in research & emergency health systems - Contacts
Jennifer Rose	Supervisor, COM Centre	-Expertise in communications/ - Contacts
Dr. John Tallon	Trauma Program Director. Back up: Derek Leblanc Trauma Program Manager	- Expertise in medical research - Contacts

Purpose:

To provide input and advice to the EHS Prehospital Research Initiative Research Directors in meeting their Strategic Plan.

Scope:

The EHS Prehospital Research Initiative Advisory Committee provides a platform where research activities can be identified and discussed. The goal of this Committee is to promote high quality, paramedic-focused pre-hospital research through information sharing and developing linkages between EHS and non-EHS organizations. The EHS Prehospital Research Initiative Advisory Committee will meet to generate ideas, support current research and identify potential future partners to conduct research. Further, this Committee will be actively involved in prioritizing research, reviewing protocols/policies pertaining to research activity and setting the agenda for the larger EHS Prehospital Research Initiative Steering Committee-Meeting Group.

Authority:

This Committee has the power to create Sub-Committees and Working Groups, conduct meetings anywhere in Eastern Canada and invite resource people, experts and interested public to attend/present these meetings, with the prior approval of this Committee. Sub-Committees will report back to the Advisory Committee.

Compensation:

There is no compensation provided for participating in this Committee, or any of its' Sub-Committees and/or Working Groups.

Conflict of interest:

In the event of any conflict of interest regarding research-related activity and decisions to be made regarding these projects, the EHS Prehospital Research Initiative Advisory Members involved in these research projects will be excused for these discussions.

Communication:

The meeting Agenda will be circulated no more than two (2) weeks before a meeting. Requests to table topics for discussion should be sent to the Chair and or Co-Chair one (1) week before the meeting. Communication with the Committee is through the Director Chairs.

Reporting Structure:

- The EHS Prehospital Research Initiative Advisory Committee reports to the EHS Prehospital Research Initiative Directors.
- The EHS Prehospital Research Initiative Director will report to the Executive Director of Primary Health Care and Emergency Health Services, on matters related to the EHS Prehospital Research Initiative Advisory Committee.

Deliverables:

- Report monthly on research activities in each member's area of work.
- Provide advice and/or expertise as needed on research projects in early stages and those already underway.
- Facilitate resources (*e.g. Data and personnel requirements*) to projects whenever possible and feasible.
- Facilitate research conference development and activities.
- In a working group, advise on bursary application competitions and decisions (*following prescribed guidelines*) and review study follow-up reports.
- From time to time, review research protocols (*following prescribed guidelines*) budget and operational plan of the technological, financial and human resources required operationalizing the research project.