



Health Information Management  
Association of Australia Pty Ltd

# HIMAA RESEARCH ADVISORY COMMITTEE

## Terms of Reference

## Document Information

This is a document controlled by the Chair of the HIMAA Research Advisory Committee.

### 0.1. Version history [includes date of most recent TOR]\*

The following outlines the high level changes that have been made to each version of this document and who made them:

#### **Version Notes Changes made by Date**

1. Initial Draft Research Working Group 11/9/15
2. Signed off in principle by HIMAA Board 23/9/15
3. Revised by the RAC16/3/16, becoming Version 1.
4. Approved by HIMAA Board as Version 1 on 23/3/16
5. Revised by the RAC20/10/2017, becoming Version 2
6. Approved by HIMAA Board as Version 2 on 31/10/17
7. Revised by the RAC, March 2021, becoming Version 3

### 0.2. Sign off\*

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## 1. Purpose

1.1 The Board of the Health Information Management Association of Australia (HIMAA) has established the Research Advisory Committee as part of its governance framework.

1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively as part of the governance framework of the Association.

1.3 The Committee will report to the National Board quarterly or as required

## 2. Functions

2.1. Responsibilities and role(s) of the committee current strategic framework

2.1.1 The responsibilities and role of the Committee is to:

- a) Contribute to the development and implementation of HIMAA's strategic plan as it relates to research;
- b) Develop a work plan to support health information management related and health related research;
- c) Develop a strategy to support the funding of health information management related research;
- d) Adhere to the agreed governance framework for the management of the research funding scheme;
- e) Provide a representative to the HIMAA National Conference Committee to advise on conference proceedings relevant to health information management related research;
- f) Prioritise and discuss issues of relevance to research in order to provide expert advice to the HIMAA Board;
- g) Identify and recommend to the HIMAA Board opportunities to promote research collaboration, opportunities and initiatives;
- h) Develop and monitor the content of the resource section of the HIMAA website related to research to ensure resources for members remain current and comprehensive;
- i) Consider and draft responses on HIMAA's behalf to health information management research relevant submissions and papers;
- j) Monitor and report on activity in the research sector that may be of strategic interest or concern to HIMAA.

### 3. Composition

Membership of the Committee consists of the following:

- 6-10 HIMAA Members who are either:
  - University academics providing health information management education/research;
  - Active researchers involved in research in the management of health information or another health-related sector;
  - Health information practitioners, including health information managers and clinical coders;
  - Higher degree research students.
- HIMAA Editorial Board representative
- One non-HIMAA member involved in research in the management of health information or another health-related matter relating to health information.
- Ex-Officio positions:
  - HIMAA Board Director;
  - Chief Executive Officer (CEO), HIMAA or nominee;
  - Executive Support Officer, HIMAA.

#### 3.1. Chair / Co-chairs

3.1.1 The Chair will be Board appointed, with a recommendation made by the Research Advisory Committee. The Chair must be a full member of HIMAA. Except with the endorsement of the Board, a person will not hold the position of Chair for more than 2 successive terms and each term should not exceed a period of two years.

3.1.2 It is a requirement that a deed of confidentiality is to be signed by members of the Committee before engaging in their first Committee activity.

3.1.3 Conflicts of interest must be declared at the beginning of each meeting and the conflict of interest will be managed by the Chair. The Chair will determine if the member with the conflict can participate in the discussion and the decision, the discussion only, or must remove themselves from the agenda item.

#### 3.2. Membership

3.2.1 The Committee will advertise for new members through the HIMAA website and newsletter as required using an Expression of Interest (EOI) process.

3.2.2 Members of the Committee shall be selected from an EOI process on merit, with recommendations for membership made by the Research Advisory Committee for endorsement by the Board. Selection should be with consideration of the existing membership (as per item 3 above) to ensure there is appropriate cross-section of representation. Members should meet the requirements in item 3 and:

- Demonstrate an interest in the HIMAA vision and values;
- Demonstrate that they have an interest or are involved in research in the management of health information or another health-related sector;
- Have a willingness to donate time and expertise to the scheduled meetings and activities undertaken by the committee on behalf of HIMAA as outlined in the Committee's Terms of Reference (TOR).

3.2.3 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting), they will nominate a member to act as Chair.

3.2.4 Each Member of this Committee will be appointed for a period of 2 years; at which time a re-nomination process will occur as per 3.5 above.

3.2.5 The Chair may co-opt additional members to the Committee on a temporary basis as the need arises in relation to specific items of business where expert advice input is required. Temporary is defined as no more than 25% of annual meetings. If a member is required for more than 25%, the Committee should consider if this role is required in a more permanent basis and if so, commence the EOI process.

3.2.6 Where a member is no longer in a position as identified under 3.1 above, they may remain in their role on this Committee until the end of their term.

3.2.7 Members of the Committee may resign their position with 4 weeks' notice in writing to the Chair of their intention to do so.

### 3.3. Secretariat

3.3.1 Secretariat support will be provided by HIMAA staff

3.3.2 The Secretariat (in liaison with the Chair) will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.

3.3.3 The Secretariat will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers and minutes) are stored in a central file that is backed up.

### 3.4. Induction of new members\*

3.4.1 As a form of induction, it is the responsibility of the Chair to provide new Standing Members and Co-opted Members with a copy of the following prior to their first meeting:

- The Terms of Reference (if not already supplied)
- The minutes of the last three meetings of the Committee

## 4 Meetings

### 4.2 Quorum

4.2.1 A quorum consists of a total of half of the membership of the committee plus one.

4.3 Frequency [includes meetings per year, length of meetings, provision for additional meetings]

4.3.1 The Committee will meet quarterly or as required by the Chair.

4.3.2 Meetings will be conducted by teleconference/Microsoft Teams, except for at least one meeting annually which will be held in the one location by physical attendance in person (i.e. face-to-face) dependent on the pandemic situation.

4.3.3 Meetings will be conducted on a formal basis and minuted.

### 4.4 Agenda / Minutes

4.4.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, at least 48 hours prior to the meetings, except for the annual face-to-face meeting for which documentation will be distributed five (5) working days in advance.

4.4.2 Conflict of interests will be listed as a standing agenda item.

4.4.3 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

4.4.3 Financial or risk concerns from this committee are to be referred to the Finance, Audit and Risk Management (FARM) Committee.

4.4.4 Minutes of the meeting will be forwarded to members within 2 weeks following the meeting.

4.4.5 The Minutes must record the following:

- Date of meeting
- Attendees, apologies and absentees
- Conflicts of interest

- Agenda items discussed
- Action items (including responsibility and timeframe)
- Decisions taken (including rationale for decisions)

4.4.6 The Minutes must be approved by the Chair or acting Chair where acting as delegate of the Chair.

4.4.7 Once approved by the Chair, the Minutes of the meeting will be emailed to all members as per item 4.4.4.

4.4.8 At each subsequent meeting, the minutes of the preceding meeting must be confirmed, including a review of the action items outstanding.

4.5 Arrangements for absent chair\*

4.5.1 If neither the Chair nor delegate are available, the meeting should be rescheduled to a time when they are available.

## 5 Accountability

5.2 Reports

5.2.1 A quarterly report and annual report will be tabled to the HIMAA Board. The report will be developed by the Chair using the HIMAA Board template.

5.2.2 A copy of reports prepared for the HIMAA Board will be tabled at the next Research Advisory Committee meeting for noting.

5.3 Review of performance [includes Wind Up] \*

5.3.1 A workplan for the calendar year will be tabled at the beginning of the year.

5.3.2 Performance will be reviewed against the workplan developed

5.4 Review of Terms of Reference\*

5.4.1 The Terms of Reference will be reviewed annually.

5.5 Annual Review

5.5.1 At its last scheduled meeting of the Calendar the HIMAA National Board will undertake a review of the performance of the Committee based on a self-assessment provided by the Committee. Particular attention will be paid to the extent to which the committee has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.

5.5.1 A copy of the review report is to be provided to the Committee, and performance recommendations made to the HIMAA Board for annual business planning.



## 6 Other

N/A

\*Text/format could be standardised across all committees

Notes: to be applied where applicable on each ToR