

CANO RESEARCH COMMITTEE TERMS OF REFERENCE

Purpose:

The purpose of the Research Committee (the Committee) is to promote and support CANO activities that advance nursing research and evidence-based practice, and serve in an advisory capacity to the Board and membership regarding research issues.

ACCOUNTABILITY:

The Committee is a standing committee of the CANO/ACIO Board (the Board), and is accountable to the Board through the Director-at-Large, Internal Relations (DIR).

MEMBERSHIP:

- 4 The Chairperson, following consultation with the Committee members, the local/provincial CANO Executive if applicable, and the Board shall appoint all new members.
- 4 Including the Chair, a minimum of five (5) members shall be on the Committee,
- 4 Efforts will be made to have reasonable geographic representation from western Canada (BC, AB, SK, MB), central Canada (ON, QC) and Atlantic Canada (NB, NS, PEI, NFLD).
- 4 The DIR will be an *ex officio* member of the Committee if he/she is not already a member.
- 4 Committee member selection is based on the following criteria:
 - § Current membership in CANO/ACIO
 - § Knowledgeable about the research process and research conduct/utilization
 - § Ability to fulfill and active interest in the functions of the Committee

TERMS OF OFFICE:

Members shall be appointed for a two-year term. To ensure continuity, half of the members shall be appointed on even-numbered years and half on odd-numbered years. A member shall not hold office for more than six (6) consecutive years.

FUNCTIONS:

Chairperson

The Chairperson of the Committee serves a two-year term

Responsibilities include:

- 4 Chairs all committee meetings and makes arrangements for keeping written reports
- 4 Updates the CANO/ACIO membership on Committee activities by submitting an annual report to the CANO/ACIO Board
- 4 Creates an annual Committee budget and submits it to the Treasurer for Board approval
- 4 Monitors and approves all Committee expenses
- 4 Sits on special committees and initiatives in an advisory capacity as needed
- 4 Reviews (or delegates review) for scientific rigor all research-related requests for access to the CANO/ACIO membership (e.g., mailing list, email list, data base) and for CANO's endorsement of research studies
- 4 In consultation with the committee, identifies a Chair-Elect

Chair-Elect

The Chair-Elect is a Committee member who serves for approximately one year prior to assuming the responsibilities of the Chair.

Responsibilities include:

- 4 Serves as Chair in Chairperson's absence
- 4 Reviews all reports and committee materials prior to meetings and conference calls
- 4 Supports the Chairperson by assuming responsibilities for Committee-related functions as the Chair requests

Past-Chair

- 4 Will be available for consultation
- 4 Will serve as an *ex-officio* member for one year following his or her term as Chair

Members:

Responsibilities include:

- 4 Support the need for evidence-based practice, and activities that facilitate the appropriate transfer of best evidence into the practice setting
- 4 Disseminate knowledge on the use of research evidence, and on evidence-based practice collaborative networks, agencies and internet linkages
- 4 Plan and facilitate workshops on research and research utilization for the annual CANO/ACIO conference
- 4 Serve as blind reviewers for annual conference abstract selection
- 4 Evaluate the CANO Poster Presentation at the annual conference in partnership with the Awards Committee (two members)
- 4 Promote collaboration among members in their research-related activities
- 4 Facilitate the development of consultation resources for members doing research in cancer nursing
- 4 Provide input on topics for and contribute to the "Reflections on Research" column of CONJ
- 4 Review and update the CANO/ACIO directory of members who have a research focus and monitor the relevance of this directory
 - 4 Serve as a resource for reviewing research proposals and documents in selected situations (e.g., applications for special research grants offered by CANO).
 - 4 Provide research consultation when appropriate

BUDGET

The budget is designed to defray the costs of:

- 4 Three teleconference calls per year
- 4 Expenses related to the annual committee meeting (meeting and meal costs) and workshop presentations that are held in conjunction with the annual CANO conference