



**HEALTH INFORMATION MANAGEMENT
ASSOCIATION OF AUSTRALIA PTY LTD (HIMAA)
GRANT REVIEW PANEL

TERMS OF REFERENCE**

DOCUMENT INFORMATION

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

VERSION HISTORY

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 Advisory Committee 20/10/2017
2. Final Draft Research Advisory Committee 21/02/2019
3. Approved by HIMAA Board as Version 1 on 01/06/2019

SIGN OFF

Endorsed by: Kerryn Butler-Henderson
Chair
HIMAA Research Advisory Committee



Date: 2 May 2019

Approved: Cheens Lee
President, HIMAA



Date: 31 July 2019

REVIEW DATE

This document will be reviewed two years from date of approval.

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1. Background

- 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 The Grant Review Panel is established in accordance with the HIMAA Research Grants Scheme Governance Framework.
- 1.3 This document establishes the authority and responsibility of the Grant Review Panel so that it may function effectively as part of the governance framework of the Association.
- 1.4 The Grant Review Panel is accountable to the HIMAA Board of Directors but for practical purposes will report to the Research Advisory Committee.

2. Purpose

The Grant Review Panel will be responsible for the assessment of applications for funding under the HIMAA Research Grants Scheme and for making recommendations to the Research Advisory Committee.

3. Membership

- 3.1 Is appointed by the HIMAA Board of Directors, in consultation with and following nomination by the Research Advisory Committee, for a period of three (3) years, renewable.
- 3.1 Comprises three (3) independent persons: two being qualified Health Information Managers and full members of HIMAA, one of which is a member of the Research Advisory Committee, and a suitable external individual who demonstrates appropriate high level research knowledge and experience, and/or statistical or methodological expertise.
- 3.2 HIMAA Board-appointed Chair, who is a full member of HIMAA, with a recommendation made by the Research Advisory Committee;
- 3.3 Where feasible, is representative geographically that is, no more than two (2) members of the Panel are from one state or territory.
- 3.4 Each member of the Grant Review Panel
 - (i) Has extensive experience in health information management practice, research practice and/or statistical methods and/or publication and/or membership of an institutional Human Research Ethics Committee, and is familiar with HIMAA's current research priorities (Research Priority List).

- (ii) Is excluded from submitting a research proposal, receiving a grant, or otherwise engaging in this program whilst he or she is a member of the Grant Review Panel.

4. Conflict of Interest

To meet the ethical obligations under the Public Sector Ethics Act 1994, members must declare any actual, potential or perceived conflicts of interest and manage those in consultation with the Chair.

4.1 When assessing submitted proposals, any member who has a connection to the proposal (including as author or via any relationship that may ordinarily be considered to present potential conflict of interest) recuses himself or herself from the discussion. In these circumstances the member will leave the meeting (hanging up the telephone in the case of a teleconference) until contacted by the Chair to re-join. In this context, a significant relationship is taken to mean:

- (i) A person from the same workplace as the Grant Review Panel member
- (ii) A student, lecturer or placement supervisor of the Grant Review Panel member
- (iii) A relative or partner (business or personal) of the Grant Review Panel member
- (iv) Any other close relationship that would normally constitute a potential conflict of interest.

5. Confidentiality

5.1 Members may receive information regarded as 'In-Confidence', clinically confidential or have privacy implications.

5.2 It is a requirement that a deed of confidentiality is to be signed by all members of the Committee before participating in any Committee activity.

6. Meetings

6.1 The Panel meets via email or teleconference as required, and the review and assessment process takes no longer than four (4) weeks.

6.2 A minimum of two (2) members of the Grant Review Panel evaluates and ranks each research proposal, including the Chair (or their delegate) and a second member of the Grant Review Panel (on a rotating basis).

6.3 Where a grant application includes, within the research team, any individual with a relationship to a member of the Grant Review Panel, that proposal is assessed and ranked by the other two Panel members and the affected member has no involvement

with the proposal or the decision. In this context, a significant relationship is taken to mean one of the categories listed in 3.6 above.

6.4 Where a member is unable to attend a meeting, the meeting should be rescheduled. Therefore, a quorum is 100% attendance.

7. Agenda

7.1 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.

7.2 Conflict of interests will be listed at the start of the meeting as a standing agenda item.

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

8. Minutes

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

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)

8.2 The Minutes must be approved by the Chair.

8.3 Once approved by the Chair, the Minutes of the meeting will be emailed to all members.

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

9. Reports

At the complete of each grant scheme review process, a report will be provided to the Research Advisory Committee in accordance with the HIMAA Research Grants Scheme Governance Framework.

10. Secretariat

10.1 Secretariat support will be provided by HIMAA staff.

10.2 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.

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

11. Induction of new members

11.1 As a form of induction, it is the responsibility of the Chair to provide new Members with a copy of the following prior to their first meeting:

- The Terms of Reference (if not already supplied);
- All associated grant application and review documentation.

12. Annual review

12.1 Each November the HIMAA National Board will undertake a review of the operation and functioning of the Committee with particular reference to the extent to which the committee has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.

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