

ANZDATA ADVISORY WORKING GROUPS

Terms of Reference



This document is designed to clarify the role of the Working Groups of the ANZDATA Advisory Committee.

Working Groups of ANZDATA Advisory Committee:

Working Groups are composed of a small, functional number of clinicians, researchers and others with relevant expertise with special interest in a particular area of nephrology or Registry activities.

Scope

Some working groups (e.g. Aboriginal and Torres Strait Islander Health, Aotearoa New Zealand Health) have specialised Terms of Reference reflecting their role. This is a general document encompasses those working groups without specific terms of reference.

Committee Responsibilities

Working groups of the ANZDATA Advisory Committee are charged with the responsibility of:

- Annual review of data items captured by the ANZDATA survey relevant to their area
- Promotion of utilisation of ANZDATA data:
 - Generation of research ideas/data analysis/publication and presentations
 - Fielding queries/applications/suggestions for research from ANZDATA contributors outside the working group and, where deemed appropriate, facilitating such research whether that be carried out by the persons making the request, by the working group, or by a combination of the two.
 - Providing an annual written report of their activity to the Chair of the Advisory Committee
- Assistance with relevant chapter(s) for the Annual Report
- Presentation of data/analyses at society meetings as appropriate

Composition and Terms

The number of members in each working group will be a minimum of 4 including the Convenor, with no maximum size. In general terms, the size and composition of the Group is designed to be flexible. Generally, groups will include people with a diversity of career stage and background. A quorum for a meeting shall comprise 50% plus 1 member.

Members and Convenor(s) are appointed by the ANZDATA Executive (which includes the Advisory Committee Chair and Deputy Chair) for a three-year term with an option to extend if deemed in the interests of the member and working group.

Members are:

1. Selected from an EOI process that is circulated through Heads of Units, ANZSN, RSA, and KHA. The selection of members and convenor(s) from the EOI process will be made by the ANZDATA Executive. The convenor(s) will provide advice to the Executive to inform the selection of Working Group members.
2. Selected to provide a range of skills including leadership, sub-specialty expertise, registry data analysis and teamwork with the aim of creating groups to lead ANZDATA-based activity within each sub-specialty to maximise the output and utility of ANZDATA, and to continually review the scientific basis of data collection.
3. led by a Convenor (co-convenors) who is charged with coordination of the group, communication and direction and are required to report progress quarterly to the Advisory Committee

To ensure effective succession planning, the Working Groups will:

- Identify members due to retire from the group at least 6 months in advance

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- Seek nominations from ANZDATA contributors (via an Expression of Interest (EOI) email to all Heads of Units, KHA, ANZSN and RSA members and advertisement in the ANZSN and RSA newsletter and website) to fill up-coming vacancies in the Group

RACP Advanced trainees in Nephrology and Early career Researchers (ECR) will be invited to join working groups through an Expression of Interest process as follows:

- EOIs will occur annually with one advanced trainee accepted per working group each year
- The term for an advanced trainee will be 2 years. Trainees are eligible for appointment as a general member following the conclusion of their term if successful through the EOI process
- Maximum of 2 trainees per working group
- Selection will be based on (i) demonstrated data analysis skills and (ii) current involvement in ANZDATA projects
- Letter of support from RACP supervisor or Head of Unit for Advanced trainee membership is a prerequisite for application
- ECR applications will proceed through the usual EOI process, although some Working Groups may wish to specifically seek nominations through a targeted EOI.

<i>Version</i>	<i>Version Date</i>	<i>Endorsement</i>	<i>Outcome</i>
2011	August 2011	Final	
2013	February 2013	Final	
2014	July 2014	Final	
2017 v2.0	February 2017	Final	Changes to name of Aboriginal and Torres Strait Islander Health WG
2019 v2.1	August 2019	Final	Redrafted post Registry review
2020_v3.0	August 2020	Draft	Changes to Convenor capacity within WG, membership criteria and member capacity of WG
2020_v3.1	November 2020	Draft	Changes to who appoints members and convenors.
2020_v3.2	November 2020	Draft	Updated to terms for Adv Trainees or ECR members for consistency across all WG.
2021_v4.0	February 2021	Final	Endorsed by Advisory Committee
2022_v5.0	July 2022	Final	Included quorum requirement