



## **Paediatrics & Child Health Division Research Committee (PRC) Position Description**

### **Purpose of the Committee**

The Paediatrics & Child Health Division (PCHD) Research Committee champions academic pathways for trainees and Fellows, and in-kind supports national research infrastructure through the Australian Paediatric Surveillance Unit and the Australian Paediatric Research Network. The committee provides direction and advice on paediatric research matters within the College. The responsibilities and functions of the PRC are set out in the [Terms of Reference](#). The PRC reports to the PCHD Council, and the Chair is a member of the PCHD Council and Executive Committee. It does not have a reporting line to the College Research Committee (CRC), however, it will contribute to that Committee as appropriate.

Please note:

All position terms are for three years, with a maximum of two consecutive terms. The exception to this rule is the trainee representative who may serve a maximum of one two-year term. This term may be completed after gaining Fellowship.

### **Key stakeholders and relationships**

PCHD President; PCHD Council; PCHD Members; CRC; College Policy and Advocacy Committee (CPAC); PCHD policy working groups; Specialty Societies and College Staff.

### **Essential attributes**

- RACP Fellowship, or be a trainee of the PCHD (for trainee position only).
- Active involvement and/or experience in research, supervision of higher degrees and teaching research methods.
- Demonstrated understanding of the health research environment and medical education environment.
- Experience and demonstrated effectiveness in working in a team and valuing all members.
- Attitudes of cooperation and high standards of ethical behaviours.
- Commitment to quality assurance and continuous development.

### **Additional attributes required for position of the Chair**

- Be fully conversant with the College's Constitution, PCHD By-law, PRC Terms of Reference, College Strategic Plan, CRC Strategic Plan.
- Demonstrated experience in leadership.
- Experience and demonstrated effectiveness at developing a team and valuing all members.
- Strong administrative and organisational skills.
- Knowledge of research activities affiliated with the Division including Australian Paediatric Surveillance Unit, Australian Paediatric Research Network and the Journal of Paediatrics and Child Health.

### **Key tasks & responsibilities**

- Attend PRC meetings (generally 1 x one day face to face meeting and 2 x two hour Zoom meetings each year).
- Assist the Chair of PRC in determining Committee priorities and an annual work plan for approval by the PCHD Council. Develop, coordinate, implement and monitor the activity of the PRC work plan.
- Assist the Chair in responding to new and emerging research issues relevant to the PCHD as they arise.
- Act as an authoritative source of direction and advice within the College in regard to paediatrics, child and adolescent health related research issues.

- Adhere to the RACP's policies relating to roles & responsibilities, prevention of discrimination and harassment, code of conduct and conflict of interest.

### **Additional key tasks & responsibilities of the Chair**

- Chair the PRC meetings.
- Attend PCHD Council meetings (generally 1 x two-day face-to-face meeting, and 2 x three-hour Zoom meetings each year).
- Contribute to the development of the PCHD Annual Plan and assist in aligning this to the Strategic Plan of the College
- Have oversight in developing, coordinating, implementing and monitoring the activity of the PRC work plan.
- Assist the PCHD President in responding to new and emerging research matters relevant to the PCHD as they arise.
- Liaise with research groups affiliated with the Division including the Australian Paediatric Surveillance Unit and the Australian Paediatric Research Network.
- Assist in ensuring that any working groups established by the PRC work productively and harmoniously.
- Assist in ensuring that the PRC works productively with the PCHD Council and other PCHD Committees, including the paediatric representatives contributing to the RACP Congress, and any relevant departments of the College responsible for College-wide research strategy, such as the Grants Advisory Committee.
- Adhere to the [Manual for Chairs of College Bodies](#).

### **Extent of authority**

All members of the PRC have access to the staff of the College to provide secretarial support and professional advice. The Divisional Office of PCHD provides secretarial support to the PRC. These staff are line managed by the Manager of Peak Bodies on the basis of agreed work plans and resources.

### **Governance**

All PRC members must adhere to the RACP's governance including:

- [Constitution](#)
- [By Law Governance of College Bodies](#)
- [PRC Terms of Reference](#)
- [Decision-making checklist for College Board and its College Committees](#)
- [By Law Establishment and Management of Working Groups](#)
- [Conflict of Interest](#)
- [College Code of Conduct](#)
- [Working Together Policy](#)
- [RACP Media & External Communications Policy](#)
- [Guidelines for Adherence to the RACP Media Policy](#)
- [RACP Travel Guidelines Policy](#)