



**CANADIAN ASSOCIATION OF NURSES IN ONCOLOGY
ASSOCIATION CANADIENNE DES INFIRMIÈRES EN ONCOLOGIE**

Title: CANO/ACIO Research Committee
Terms of Reference

Developed: December 2011

Updated: April 2015

Purpose:

The purpose of the Research Committee (the committee) is to promote and support CANO/ACIO activities that advance nursing research and evidence-informed practice, and to 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 – Research (DAL-R).

FUNCTIONS:

- Support the CANO/ACIO Board strategic interests related to the advancement of evidence-informed practice, and the appropriate transfer of best evidence into the practice setting
- Promote engagement, consultation and collaboration among CANO/ACIO members in support of research-related activities
- Disseminate knowledge on the use of evidence, and on evidence-informed practice, including links to collaborative networks and relevant agencies.
- Plan and coordinate workshops on research and research utilization for the annual CANO/ACIO conference
- Support the awards committee in conducting poster presentation evaluations at the annual CANO/ACIO conference
- Make suggestions for regular contributions to the “Reflections on Research” column of CONJ
- Develop and monitor mechanisms for optimizing connectivity and information exchange among CANO/ACIO members who have a research focus
- Provide research consultation when appropriate.



MEMBERSHIP:

- Members are appointed by the Committee Chair in consultation with committee members and/or the Board of Directors.
- In determining recommendations for proposed members, the DAL-R will consult with appropriate national and local/provincial CANO/ACIO groups.
- The DAL-R will serve as committee Chair or appoint a committee member to serve in that capacity. Including the Chair, the committee will be constituted by a minimum of five (5) members, one of whom will serve as Chair of the Scientific Review Panel.
- Efforts will be made to ensure reasonable geographic representation from across Canada.
- Committee member selection is based on the following criteria:
 - Current membership in CANO/ACIO,
 - Knowledgeable about oncology nursing research capacity-building and engagement processes,
 - Availability, willingness and capacity to actively support CANO strategic directions related to research development and application.

TERMS OF OFFICE:

Members shall be appointed for a two-year term, with an approximate one-third turnover each year. A member shall not normally serve for more than six (6) consecutive years.

ROLES:

Chairperson

Responsibilities include:

- Chairs all committee meetings and makes arrangements for keeping written reports
- Updates the CANO/ACIO membership on committee activities by submitting an annual report to the CANO/ACIO Board
- Creates an annual committee budget and submits it to the Treasurer for Board approval
- Monitors and approves all committee expenses
- Sits on special committees and initiatives in an advisory capacity as needed
- Reviews (or delegates review) of 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



Scientific Review Panel Chair:

Responsibilities include:

- In collaboration with the DAL-R, identify and recruit knowledgeable oncology nurse researchers to serve on CANO/ACIO's Scientific Review Panel
- Oversee implementation of review protocols for grants and conference abstract selection
- Provide support to local planning committees in relation to assessment of research abstracts
- Ensure the conduct of fair and rigorous processes for annual and special grants competitions
- Advise Research Committee on matters of research review processes or protocols requiring revision

Members:

Responsibilities include:

- Regular attendance and active participation in meetings and committee activities (normally three teleconference meetings per year, and face-to-face meeting at annual conference)
- Engage in planning and coordination of research-related workshops at annual CANO/ACIO conferences
- Provide advice to committee on new and emerging opportunities for the advancement of CANO/ACIO's mission in relation to oncology research development and evidence-informed oncology nursing practice
- Promote the CANO/ACIO research agenda locally and nationally.

BUDGET

Requests for expenditures outside of teleconferences and the face-to-face meeting at the conference should be presented to the CANO/ACIO Treasurer.