

## RESEARCH SHOWCASE COMMITTEE TERMS OF REFERENCE

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Approved: *In progress*

Approved by:

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The Research Committee (RC) is a subcommittee of ACFP's Education Committee. The ACFP proudly supports family medicine and primary health care research and has identified the importance of bringing together a group of experienced individuals to guide the annual Research Showcase abstract submissions, review process, and adjudication.

### PURPOSE

The Committee is responsible for the annual Research Showcase abstract submission oversight, abstract reviews, finalization of accepted and rejected projects, and adjudication of selected submissions.

### OVERALL RESPONSIBILITIES

The ACFP RC will:

- Review and provide feedback on the abstract submission guidelines and reference materials.
- Test the abstract submission form and provide recommendations for ease of completion and clarity.
- Assist ACFP with any promotional efforts for the Research Showcase, including online submission call and peer reviewer recruitment.
- Provide recommendations for trusted individuals within the research community to partake in the abstract review committee.
- Develop reviewer guidelines and resource materials for individuals apart of the review committee.
- Assist with the abstract review management and field questions from reviewers and abstract submitters on best practices.
- Determine a list of accepted abstracts for oral presentations, on-site poster display, virtual poster display, and determine projects selected for adjudication.
- Review and provide feedback on the adjudication guidelines.
- Participate in the adjudication evenings of both oral presentation and poster display categories and determine research award recipients.
- Collaborate with the ACFP on the overall direction of the Research Showcase presented at the Family Medicine Summit (Summit).

### MEMBERSHIP

Membership will be both regional and organizational to ensure that the diversity of research skills and needs of Alberta's family medicine research community are represented. This may include, but not limited to, members from the university family medicine research departments, research networks, health organizations, and community physicians. Committee members who are family physicians must be ACFP members in good standing.

Members will be comprised of individuals with various research expertise within the family medicine research community in Alberta. Members will also include family physicians, primary care providers, learners, and academic research professionals. Ideally the committee will consist of at least three family physicians or 50% of the committee composition.

The RC will consist of a minimum of five (5) members and maximum of eight (8) members which includes a medical lead/chair. The renewal for the second term is not subject to the ACFP's Nominations process. Whether the renewable term will be offered to a Committee member is determined by the Chair(s), Executive Director, and Staff Liaison assigned to the Committee.

### MEMBERSHIP WILL INCLUDE

We will strive to include a diverse membership:

- Chair and
- Ideally, at least one representative from both the University of Alberta's and University of Calgary's research departments
- Ideally community family physicians that provide a diverse representation (i.e., either regionally or by practice type)
- ACFP Family Medicine Summit Committee representative (*Optional Up to 1*)
- ACFP Education Committee representative (*Optional Up to 1*)

Committee Chairs are selected by existing Committee Members. In the event there are no existing members to select a chair from, the Executive Director will review letters of intent from appropriate candidates and determine a Chair.

Committee terms are a maximum of three years per term, with a maximum of two consecutive terms. Terms are May 1st to April 30th. As committee member participation is influenced by organization representation, terms may vary at the discretion of the ACFP Executive Director.

In addition to the membership, it should be noted that the President and the Executive Director of the ACFP are members of all ACFP Committees without voting privileges.

### ***Internal Linkages:***

Linkage to the Education Committee will ensure alignment with the ACFP's mandate and responsibilities in areas of CPD development and Mainpro+ certification.

Members are eligible to submit research projects to the Showcase, with the understanding that they must abstain from reviewing, selecting, or adjudicating any projects with which they are associated. Members will maintain transparency regarding their involvement in any research projects related to the Research Showcase.

RC members will receive an Engaged Member discount applicable to either virtual or in-person registration for the Family Medicine Summit (Summit) conference. Members will be responsible for covering the remaining registration fee, as well as hotel and travel expenses, if they wish to attend the Research Showcase and/or Summit.

## MEMBER EXPECTATIONS

The actions of each member shall serve the best interests of the Committee, the ACFP Board, and the wider membership. It is expected that each member will:

- Know and support the organization's vision, mission, and belief statement.
- Know the Committee's scope of work and Terms of Reference and assist in developing future goals and strategic direction for the Committee as required.
- Positively promote the work of the Committee and the ACFP through interactions with the ACFP membership and external colleagues and stakeholders.
- Attend planning meetings to the best of their ability.
- Be responsive and agile to the changing demands of member education needs.
- Accept the role and responsibilities equivalent to a scientific planning committee in the context of Mainpro+ certification.
- Adhere to the ACFP Code of Conduct and Conflict of Interest Policy and declare to the Committee if at any time you think you might have a potential conflict.

## MEETINGS AND COMMUNICATIONS

It is essential that members be available for meetings and responsive to emails in order to develop AND maintain an agile CME calendar. Guidelines to facilitate decision-making and communication:

- Attend up to four (4) virtual and one in-person meeting (if required) as scheduled each year. If unable to attend, advise the Staff Liaison as soon as possible in advance of the meeting. If unable to attend, provide your feedback to the Staff Liaison or Chair on any matters to be discussed at the meeting.
- Prepare for meetings by reviewing the meeting agenda and applicable documents, including draft meeting minutes.
- Contribute to the meeting discussions and participate in decisions made; encourage others to do the same.
- Be kind and considerate of other members' ideas even if you do not share the same opinion.
- Engage in and be responsive to email communication, dialogue, and committee actions required between formal meetings; respond to requests within 48 hours or as otherwise directed by the sender.
- Perform agreed upon tasks as decided in committee meetings in a timely fashion.
- Report progress of tasks as requested.
- Complete meeting or program evaluations and/or ACFP surveys as required.

## REPORTING RELATIONSHIP

As an operational committee, the RC is accountable to the Education Committee and the Executive Director. The Committee will make recommendations to the ACFP Staff Liaison for the implementation of existing programs and initiatives. For extension or development of new programs or initiatives with budget or resource implications the Liaison will prepare proposals for presentation to the ACFP Education Committee and Board of Directors through the Executive Director.