



Michael Smith Foundation for
Health Research

Nursing Research Advisory Council *Terms of Reference*

A. MANDATE AND PURPOSE

The Nursing Research Advisory Council for the British Columbia Nursing Research Initiative (“Advisory Council”) has been established by the Michael Smith Foundation for Health Research (“MSFHR”) in consultation with the Nursing Directorate of the Ministry of Health Services, Government of British Columbia.

Its purpose is to provide recommendations for approval by the MSFHR Board of Directors regarding strategic and funding priorities to support, promote and develop capacity for applied research that is focused on addressing issues related to professional nursing practice environments, nursing education, nursing workforce and related service and program initiatives for the purpose of informing policy and practice innovation within the BC health system.

For the purposes of this document, all related activity will be referred to herein as ***“The BC Nursing Research Initiative”***.

B. DUTIES

1. Consult, co-ordinate and collaborate with stakeholders to identify immediate and longer term priorities and make recommendations to MSFHR on strategic and funding priorities for The BC Nursing Research Initiative to achieve the purpose outlined under (A) Mandate and Purpose above.
2. Strike working groups and task forces with participation not limited to Advisory Council membership, to bring broad input into the development of recommendations for research and capacity building initiatives and to advise on appropriate mechanisms for funding research and capacity building consistent with the purpose outlined under (A) Mandate and Purpose above.
3. Based on these consultative processes, make recommendations for approval by the MSFHR Board of Directors on programs, funding processes, mechanisms and allocations from nursing research funds provided by the Government of British Columbia to support The BC Nursing Research Initiative.
4. Receive and review reports on the implementation of funding programs, processes, and mechanisms and make recommendations to MSFHR on revisions to improve administrative processes supporting The BC Nursing Research Initiative.
5. Provide advice to MSFHR on the evaluation processes for all activities undertaken to achieve the purpose of The BC Nursing Research Initiative.
6. Provide advice to MSFHR based on reports of funded programs and evaluation findings to inform program redesign or develop new approaches to achieve the objectives of The BC Nursing Research Initiative.

C. MEMBERSHIP

1. Two Co-Chairs for the Advisory Council will be appointed from the Council membership by the MSFHR Board of Directors on the recommendation of the senior management of MSFHR in consultation with the Nursing Directorate of the Ministry of Health Services, Government of British Columbia. One Co-Chair will be from the Chief Nursing Officer Council of British Columbia and one will be from the BC academic nursing research community.
2. The Co-Chairs shall serve for a term of two years or until the next Co-Chairs are appointed.
3. Members of the Advisory Council will be appointed by the MSFHR Board of Directors on the recommendation of senior management of MSFHR, in consultation with the Co-Chairs of the Advisory Council and following endorsement by the Nursing Research Advisory Council.
4. Membership of the Advisory Council will consist of:
 - a) Two designates from the Chief Nursing Officer Council of British Columbia; ex-officio¹, appointed by the CNO Council to serve a term determined at the discretion of the CNO Council.
 - b) Four nursing representatives from a range of practice areas and Health Authorities.
 - c) Two designates from the Ministry of Health Services with knowledge and/or responsibility for nursing practice, nursing education and health human resource planning and research; ex-officio, appointed by the MOHS to serve a term determined at the discretion of the MOHS.
 - d) One designate from the BC Nurses' Union; ex-officio, appointed by the Union to serve a term determined at the discretion of the Union.
 - e) One representative of Aboriginal nurse leadership in BC.
 - f) Three representatives of BC post-secondary educational institutions nominated by MSFHR in consultation with their respective institutions on the basis of individual knowledge and/or expertise in nursing research and/or applied research processes.
 - g) Two other representatives nominated by MSFHR based on limited criteria developed in consultation with the Co-chairs that ensure a clear relationship between individuals' expertise and initiative purpose.
 - h) Staff designate(s) from MSFHR (non-voting).
5. Delegates to the Advisory Council are not permitted. Guests may be invited to all or part of any Advisory Council meeting with the prior agreement of the Co-Chairs.
6. Members of the Advisory Council are appointed for a term of up to two years, renewable once for an overall maximum of four consecutive years of membership. Former members may be reappointed after a break in service of at least one calendar year. Notification of any change in membership (including resignations and changes in designates) should be made in writing to the Co-Chairs of the Advisory Council c/o MSFHR in a timely and expeditious manner.

¹ Ex-officio is defined as holding the position as a result of their official position. The designation does not affect voting rights unless otherwise specified.

7. Co-Chairs are jointly responsible to:
 - a) Rotate the responsibility to serve as Chair of the Advisory Council meetings during the term of its activities.
 - b) Approve the draft agenda for each meeting of the Advisory Council.
 - c) Ensure the integrity of Advisory Council processes and in particular ensure that policies and processes for confidentiality, protection of privacy and conflict of interest are strictly maintained.
 - d) Maintain a positive working relationship with Advisory Council members and ensure that new members are appointed to the Advisory Panel as required to maintain a full complement as described herein.
 - e) Ensure that an Advisory Council self-evaluation is completed, and the results reported to the Advisory Council and to MSFHR, in accordance with the Evaluation Protocol set out in these Terms of Reference.

D. OPERATIONAL PROTOCOL

1. The Advisory Council will meet quarterly at a minimum, with additional meetings at the call of the Co-Chairs.
2. In extraordinary circumstances, a special meeting of the Advisory Council may be convened:
 - a) Upon request of the MSFHR or
 - b) If at least 25% of voting members request such a meeting by application in writing to one or both of the Co-Chairs, with a copy to MSFHR.
3. A quorum shall be fifty percent (50%) of total members plus one.
4. The Advisory Council shall at all times strive to reach a consensus for resolutions, but in cases where consensus is not possible, voting will be conducted.
5. All members shall have one vote with the exception of the MSFHR staff designate(s), whose appointment shall be non-voting.
6. In case of an equality of votes on a resolution, the Co-chairs of the Advisory Council shall not have a casting or second vote in addition to the vote they cast as Advisory Council members and the proposed resolution shall not pass.
7. A resolution consented to in writing, whether by document, fax, email or any method of transmitting legibly recorded messages, by all the members of the Advisory Council shall be as valid and effectual as if it had been passed at a meeting of the Advisory Council duly called and constituted. Such resolution may be in two or more counterparts, which together shall be deemed to constitute one resolution in writing.
8. Time and duration of meetings will be determined by the Co-Chairs in consultation with the MSFHR staff designates.
9. Agenda packages will be circulated on paper and/or electronically to members no later than five working days in advance of meetings.
10. Administrative support for the Advisory Council will be provided through MSFHR.
11. In the event that business brought before the Advisory Council is determined to be confidential, the Co-Chairs will indicate the status of such business prior to the discussion or distribution of related materials to the Advisory Council. In such cases, all members of the

12. Following the adoption of the agenda for each Advisory Council meeting, members of the Advisory Council will disclose verbally all interests that may give rise to an actual or perceived conflict of interest in relation of Advisory Council business, and will not attend related parts of any meeting, participate in discussions, or vote on any matter in which they have an actual conflict.
13. All expenses and the costs of staff time relating to the administration, support and conduct of the Advisory Council which are incurred by MSFHR shall be recovered at cost by MSFHR from funds provided to MSFHR by the Ministry of Health Services and expressly directed for use in relation to the BC Nursing Research Initiative.
14. Co-Chairs, members and invited guests of the Advisory Council who incur travel or other costs as a result of their participation in the Advisory Council will be entitled to reimbursement of such costs in accordance with MSFHR's Travel Policy.

E. DOCUMENTATION PROTOCOL

1. Minutes and other supporting documents will be circulated to all Advisory Council members following each meeting and no later than with the agenda package for the subsequent meeting.
2. Approved minutes and other supporting documents will be provided to MSFHR and its Board of Directors.
3. Written declarations with respect to Advisory Council members' undertakings to abide by the Conflict of Interest and Confidentiality provisions of these terms of reference will be completed prior to members' attending the first meeting of the Advisory Council, and maintained on file by MSFHR.

F. EVALUATION PROTOCOL

1. At the conclusion of its term, but prior to its disbanding, the Advisory Council shall review its Terms of Reference and performance and report to MSFHR on this review. The report will include any resulting recommendations for the conduct of future, similar Advisory Committees and their respective Terms of Reference, for consideration by MSFHR and its Board.

APPROVED: By the Board of Directors March 30, 2007

Amendment #1:

Endorsed by the Nursing Research Advisory Council: March 26, 2009

Approved by the Board of Directors: July 6, 2009

Associated Documentation:

- MSFHR Travel Policy #2-006
- MSFHR Conflict of Interest Policy, Advisory Bodies #10-002
- MSFHR Conflict of Interest Guidelines
- MSFHR Protection of Personal Information Policy #1-005
- MSFHR Confidentiality Agreement