

Clinical Care and Resources Sub-Committee

Terms of Reference

1. Role and Responsibilities

The Sub-Committee will:

- a) Foster best clinical care in thoracic medicine by promoting the use of guidelines and position papers. This will include:
 - i. Strategically developing clinical guidelines and position papers that support the practice of Thoracic medicine in Australia and New Zealand.
 - ii. In association with the TSANZ special interest groups (SIGs), ensure that clinical guidelines and position papers are produced and maintained to reflect best evidence-based practice.
 - iii. In collaboration with the Education and Training Sub-Committee, guidelines will support the curriculum for the TSANZ members and trainees, to facilitate training and professional development.
 - iv. Collaborate with other Australian and New Zealand and international professional bodies, government and community stakeholders in the development of guidelines and position papers.
 - v. Provide advice to the TSANZ Board regarding endorsement of guidelines and position papers produced by other professional bodies
 - vi. Ensure that endorsed guidelines and position papers adhere to the standards of peak professional and government bodies in Australia and New Zealand, such as the NHMRC and New Zealand Guidelines group.

- b) Provide advice to government, members and interested stakeholders about issues that impact on the practice of thoracic medicine. This will be in collaboration with the TSANZ SIGs and other Australian, New Zealand and international professional bodies and will include:
 - i. advice on models of care and best clinical practice;
 - ii. advice on therapeutics and access to them;
 - iii. advice on techniques and devices as they relate to clinical care and access to them;
 - iv. in collaboration with peak professional and government bodies, advise on standards of clinical care and adequate access to relevant health care resources that pertain to thoracic medicine for all Australian and New Zealand residents;
 - v. in collaboration with peak professional and government bodies, advise on access to relevant health care resources that meet the needs for Indigenous populations in Australia and New Zealand; and
 - vi. in collaboration with the Professional Standards Sub-Committee, provide advice on workforce issues and their relationship to the ability to deliver best clinical care in Australia and New Zealand.

2. Membership

- a) The Sub-Committee will be comprised of at least 4 voting members of the Society.
- b) The chairperson will also be a member of the TSANZ Board, appointed to the position by the Board.
- c) Other members will be appointed by the Board after nominations have been sought.
- d) Nominations will be called for as required.
- e) Members will hold office for 2 years and can be re-appointed for a maximum of a further 2 years.
- f) There will be at least one member from New Zealand.
- g) Where possible, the Sub-Committee should include representatives from paediatrics, nursing and an associate member of the Society.
- h) The Sub-Committee has the power to create its own advisory sub-committees subject to Board approval.
- i) The committee will strive to ensure appropriate gender representation.
- j) Members who have already held office for their maximum term can re-apply after a year has passed.
- k)) The Sub-Committee has the power to co-opt other members as required until the time of the next Board meeting;

3. Meetings of the Standing Sub-Committee and Reporting

- a) The Sub-Committee will meet face to face at least once per year at the ASM.
- b) At least two meetings will occur per year, either in person or by teleconference.
- c) Meetings to discuss documents under review may be called as required.
- d) The Sub-Committee will report to the Board via its chair at each board meeting.
- e) As a requirement for membership of the CCRS, all members must attend or provide appropriate apology for at least 50% of all meetings, and all members must maintain their appropriate register of Conflict of Interests.

4. Governance

- a) The chair of the Sub-Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration.
- c) Any issues of conflict or uncertainty about the operation of the Sub-Committee will be referred to and resolved by a decision of the Board.
- d) The Board has the right to alter the operation of the Sub-Committee and can at its discretion disband or reconstitute the committee.
- e) The quorum for a meeting of the CCRS will be majority of the members of the Committee.

Current Chair: Ingrid Laing

Endorsed: 23 September 2020