

ILC Fundamentals of Care Research Special Interest Group Terms of Reference

Revised January 2023

PURPOSE

Aim

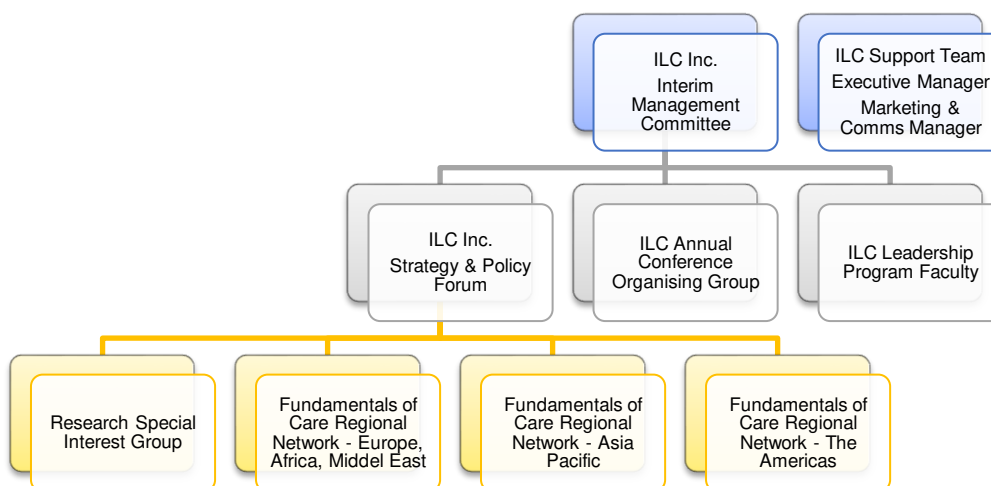
- To support the conduct and dissemination of a coherent research programme within the ILC in order to improve knowledge of, and the evidence base for, fundamental care

Objectives

- Bring together clinicians, patients, patients' care partners, members of the public, health services researchers, educators, nursing and health services leaders, policy makers and other stakeholders interested in undertaking research into fundamental care
- Share knowledge about research initiatives being conducted across the ILC family with the Special Interest Group and the wider ILC organisation
- Promote collaboration and other joint activities in pursuit of research in fundamental care
- Facilitate multi-country research projects in fundamental care
- Nurture the development of research competences in the ILC membership

GOVERNANCE

- The Research Special Interest Group will report to the ILC Strategy & Policy Forum, via the Convenor, who will have a position on the Strategy & Policy Forum.
- Any changes of substance to the Terms of Reference must be approved by the Strategy & Policy Forum and then endorsed by the ILC Management Committee.



SCOPE OF ACTIVITIES

- Participants at meetings will share knowledge about current research activity including their own research activity and that of others they are aware of.
- Members can use meetings to pitch research ideas and seek collaborations from others
- During meetings, members will share intelligence on upcoming funding opportunities nationally and internationally
- The group will have a presence at the annual conference at times suitable for the conference organisers to host seminars that share research findings and develop research capacity
- The group will produce an annual report detailing its activities over the previous year to include reporting knowledge about current research activity, protocols and publications; to be made available via the ILC website
- The group will develop a news and information page/contribution space on the ILC website
- The group will meet online every two months.

MEMBERSHIP

- Any ILC individual member, or employee of an organisational member can attend the group.
- There are no limits to membership term or restrictions of membership criteria.

RESOURCING

- The group will be organised and managed consensually and informally by its members.
- There will be a volunteer Convenor and Deputy Convenor to coordinate group activities and determine the meeting agendas
- The Convenor and deputy roles will be reconsidered annually, with the right of a further year for both incumbents. The Deputy Convenor may step into the role of Convenor after the two-year term is complete or the Convenor resigns during their term.
- Other members of the group may volunteer to take on these or other roles as the group feel necessary in order to best meet the aims and objectives of the group.
- The ILC Executive Team will provide support to the Group, including information dissemination and resource management.

REVIEW

The Terms of Reference shall be reviewed every three years, or more often if deemed appropriate by the ILC Management Committee.

Approved: ILC Steering Group Date: ...16 November 2022.....

Approved: ILC Interim Management Committee Date:17 November 2022.....