



Research Committee Charter

PENS' General Committee Structure and Function

- PENS Committees respond to the direction of the PENS Board of Directors by deliberating the best way to accomplish a task; they explore options and make recommendations for Board action. Committees have the following functions:
 - Oversight of current programs
 - Evaluation of current programs for usefulness
 - Recommendation of activities and initiatives for Board consideration
 - Exploration and development of new educational programs and products in response to membership needs and/or Board requests

- Committees meet via conference call and in person at the annual conference.

Research Committee Purpose

The PENS Research Committee promotes, presents, mentors, and supports pediatric endocrinology nursing research and evidence-based practice activities in the PENS organization.

Chair Responsibilities

- Oversee activities of the Research Committee
- Work with staff to set the agenda for each call or meeting
- Coordinate the distribution of agenda, minutes, and supporting materials board liaison, and to the committee members
- Determines when to cancel a scheduled meeting or convene an unscheduled meeting.
- Preside over all meetings and conference calls
- Delegate a committee member to take notes/minutes
- Appoint the incoming Grant Director
- Provide reports to the Board as required
- Submit annual reports to the membership in conjunction with the annual conference
- Approve correspondence sent on behalf of the committee
- Coordinate with staff and committee members the call for abstracts and review of abstracts for conference
- Communicate with authors regarding abstract acceptance and poster logistics
- Coordinate with staff the publication of abstracts in the *Journal of Pediatric Nursing*
- Recruit judges, oversee judging, tally votes, and determine awards with staff and committee members for poster session at conference (or if she/he has a conflict of interest, will find a replacement)
- Present poster awards at awards luncheon at conference
- In absence of Grant Director, serve in role until replacement is appointed
- In collaboration with the Grant Director, reviews and makes recommendations about grant funding
- Coordinate, with conference planning chair, a plan to utilize the reserved general session slot at annual conference for presentation of funded grant recipients, oral research abstract(s), and/or research workshop

- Coordinate, with conference planning chair and staff, planning for the poster session at the annual conference

Grant Director Responsibilities

- Select grant peer reviewers from committee and other PENS members as needed
- Establish and revise guidelines for grant reviews with input of committee members and approval by Board
- Submit recommendations for grant funding to the Board
- Work with staff to communicate with grant recipients
- Work with staff to monitor each project over the grant period
- Moderate the research general session at the annual conference

Committee Member Responsibilities

- Attend a minimum of 75% of all calls and meetings
- Participate in the discussion of the committee by conference call and by e-mail
- Mentor others in the society and on the committee as appropriate
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Write articles for the *PENS Reporter*
 - Present/co-present a podium session at the conference
 - Present and/or staff a poster session at the conference
 - Review grant applications in coordination with Grant Director
 - Review poster abstracts
 - Judge nursing research, case presentation, and informational posters at the conference
 - Review conference reimbursement award applications from poster or oral research abstract authors when there are more applications than available awards
 - Review and provide feedback on work completed by other committee members
 - Other tasks as dictated by the work of the committee

Board Liaison Responsibilities

- Report committee activities and bring committee recommendations to the Board
- Relay Board charges and feedback to the committee
- May moderate meetings in the absence of the Chair
- May participate as a full committee member

Staff Responsibilities

- Staff will attend meetings as needed
- Moderate meetings in the absence of the Chair and Board Liaison
- Maintain the roster of committee members
- Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members
- Draft and mail correspondence on behalf of the committee
- Complete committee tasks and follow up as requested by the committee

Committee Long and Short Term Goals

The Board of Directors has established the following long term goals for the PENS Research Committee:

- Improve member knowledge of research, evidence-based practice, and grant processes
- Increase the amount of PENS-sponsored research and evidence-based practice projects
- Improve dissemination of research and evidence-based practice
- Expand the number of PENS members involved in research and evidence-based practice

- Work to establish research and evidence-based practice as a foundation of pediatric endocrinology nursing practice

The Research Committee has established the following short term goals as strategies for achieving the long term goals in conjunction with PENS' Strategic Plan:

- Fund eligible research and evidence-based practice grant applications
- Provide mentorship to novice grant applicants to help ensure eligibility for funding
- Provide mentorship to novice poster presenters to foster the communication of scientific information
- Submit articles on research and evidence-based practice to the *PENS Reporter*

Ongoing Projects and Programs Overseen by the Committee

The PENS Research Committee oversees the following activities:

- Research Grant Program
- Research Poster and Podium Presentations (categories listed below)
 - Nursing Research (including evidence-based practice and quality improvement projects)
 - Case Presentation
 - Informational
 - Product-based Research (industry/commercially-sponsored)
- Research Column in the *PENS Reporter*
- Presenting research and evidence-based practice workshops/content at the annual conference
- Disseminating PENS-funded and other research and evidence-based practice projects of interest to PENS members

Communication between the Board and Committee

The Chair of the Research Committee submits reports to the Board on behalf of the committee twice a year (prior to the fall Board meeting [usually held in September/October], and prior to the pre-conference Board meeting held at conference). The committee also communicates to the Board when it has a proposal or request that requires Board approval.

The Board, its president or his/her designee, communicates with the committee through the committee chair or Board Liaison. The president is an ex-officio member of the committee and may participate on committee conference calls. The committee chair may be invited to participate on a Board conference call or at a meeting as needed.

Appointment of Committee Members and Term of Appointment

- The committee year runs from conference to conference of each year
- A call for volunteers is distributed to the membership prior to and at the annual conference
- Members of the committee must submit a call for volunteers to the committee every year if they want to remain on the committee
- Members of the committee can continue until their PENS membership lapses, they elect to remove themselves from the committee, or they fail to participate in committee activities
- The number of committee members shall be at the discretion of the Chair
- The term of Grant Director is two years. A Grant Director may be re-appointed if willing to serve and the expectations of the committee and the Board were met during recent term as Grant Director

Appointment of Committee Chair and Term of Appointment

- The term of Chair is two years and runs from conference to conference of each year
- A Call for a Committee Intent to Chair is sent to the committee to identify volunteers; all volunteers are considered by the committee and a recommendation is made to the board for appointment

- A committee chair may be re-appointed if willing to serve and the expectations of the Board were met by the volunteer during recent term as Chair

Approved by PENS Board of Directors 5/13/2014