



# Pediatric Endocrinology Nursing Society

Advancing Endocrine and Diabetes Care

## **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, and quality improvement 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 to the board liaison, and to the committee members
- Determine 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
- Recommend a Grant Director candidate to the Board
- 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 poster abstracts and review of abstracts for conference
- Communicate with authors regarding poster abstract acceptance and logistics
- Coordinate with staff on the publication of poster 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, review and make 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 every three (3) years or as needed
- 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 Insider
  - 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 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 requests 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, quality improvement, 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 Insider

### Ongoing Projects and Programs Overseen by the Committee

The PENS Research Committee oversees the following activities:

- Administer Research Grant Program
- Coordinate and evaluate 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)
- Present research and evidence-based practice workshops/content at the annual conference
- Disseminate PENS-funded and other research and evidence-based practice projects of interest to PENS members
- Facilitate PENS Journal Club

### 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 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 in 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 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 3/19/2024