



Hot Springs Research Task Force Charter

Purpose

The research task force focuses on providing input and direction on issues related to the application and evaluation of evidence-based practice (EBP) principles, quality improvement (QI), and research activities within the organization. The council serves as a resource and forum to educate and promote staff development related to research and evidence-based practice.

Policy

Each nursing area will be represented on the research task force. Other disciplines will be selected to participate based on research/EBP/QI project involvement. All staff have the opportunity to participate in the research task force through their elected or selected representatives. Meetings will be conducted, at a minimum, quarterly and sometimes more frequently, depending on the workload.

Reporting Relationships

The Hot Springs research task force reports to the CHI St. Vincent Hot Springs Interprofessional Practice Council. All staff represented by the research task force members have the responsibility to be informed decision-makers, to communicate to their representative members, and to review minutes and participate in activities.

Membership

Membership of the Hot Springs research task force shall include a minimum of:

- 1 Nursing Administration Executive Sponsor
- 1 Medical/Surgical Representative
- 1 PeriOp/Procedural Representative
- 1 Woman's Representative
- 1 ED Representative
- 1 Critical Care Representative
- 1 Care Partner Representative
- Membership must be at least 50% direct care clinical RNs.
- Ad Hoc members may be brought in when applicable for research/EBP/QI projects.
- We will seek relationships with nursing research consultants and members of the academic community who will be non-voting members.



- Members serve two - three year terms ensuring that membership does not rotate out in its entirety within the span of one year.

Chairpersons: The chair/vice-chair shall be elected from the research task force core members. Each chair shall serve a term of one year. At the conclusion of the chair's one year term the vice-chair rotates into the chair position and a new vice-chair is elected.

Decision Making Method

The research task force will use voting to elect a vice-chair and consensus for decisions.

Research Task Force Accountabilities

- Create a culture of inquiry that promotes, enhances and supports all aspects of evidence-based practice.
- Engage front line staff in research, EBP, and QI projects.
- Provide assistance when requested to review and prepare research proposals.
- Review and approve proposals for research utilization and evidence-based practice projects.
- Monitor and evaluate outcomes from the implementation of research, research utilization and EBP projects.
- Collaborate in providing continuous staff development and continuing education related to EBP and the research process.
- Participate in and expands research activities within the system and the community at large.
- Promote the dissemination of research information from the council to internal and external audiences.

Membership Accountabilities

Chairpersons:

- Two year chair/vice-chair cumulative term
- Prepare and prioritize meeting agendas
- Prepare materials for meetings



- Establish timelines for assignments by members
- Role model by following through with assignments
- Discuss assignments and follow-through with other members as needed
- Lead meetings

(Chairpersons con't)

- Review minutes prior to sending to group for approval
- Monitor membership attendance and address attendance issues as needed

Research Task Force Members:

- Serve two-three year term
- Comply with attendance expectations
- Attend meetings and notify chairperson if unable to attend
- Communicate with assigned committees or staff members to inform and solicit feedback regarding issues
- Review agendas and minutes prior to meetings
- Follow through on assignments and timelines
- Participate in discussion and decisions
- Attend $\geq 80\%$ of the scheduled meetings. Proxy attendance is counted towards a member's attendance percentage.

Meeting Procedures

- Meeting time is paid for all members that are employees at CHI SVHS.
- Minutes and attendance lists are posted for all members and other nursing units/departments





A scribe or support person is assigned to take minutes for each meeting. This person is responsible to capture all discussions and decisions. Minutes will be typed on the minute template and posted on the Research Task Force folder on the Google drive.

