

TERMS OF REFERENCE
DEPARTMENT OF SURGERY RESEARCH DIRECTOR and Office

1. **Mission Statement:** To enhance the research capacity and productivity of The Department of Surgery through the promotion of original and innovative research activities among faculty and residents, as well as research training opportunities for these individuals. A significant proportion of these activities should be directed toward collaborative, team approaches that result in innovative research programs.

2. **Administrative Structure:**
 - a. **Research Director Appointment:** The Research Director will be nominated by Cabinet from among a list of applicants solicited from the Departmental Membership. The nomination will be ratified at a Departmental Meeting by the Departmental Membership.
 - b. **Research Committee:** The research committee will consist of the research directors of the various divisions. Members of the full time research faculty with appointment to the Department of Surgery may be asked to participate in the Research Committee (up to three years) at the discretion of the Director. In addition, other members of the Department with a particular expertise of interest to the Committee may be asked to join. Membership of the Research Committee is subject to approval by cabinet.
 - c. **Reporting Structure/Responsibilities:** The Director will have a significant research program as judged by national and international standards. The Research Director will report to The Department Head (?Cabinet), The Research Director, with input from the Department Head and Cabinet will assemble a Research Committee of from six to ten members of the Department (including cross appointed faculty) who have demonstrated leadership in research within the Department.

3. **Administration:** The Research Director in collaboration with the Research Committee will administrate the research affairs of the Department in accordance with the Departmental Research Mission Statement. These include but are not limited to:
 - a. Develop a Research Strategy for the Department with emphasis on organization and support of effective research teams who can be successful in research productivity and grant capture as judged by national and international standards.
 - b. Organization and implementation of the Department of Surgery Research Day and Departmental Research Information Day.
 - c. Develop an annual budget for Departmental Research Activities in collaboration with the Finance Chair and the Department Head.

- d. Carry out peer review evaluation of funding requests from Department Members, Residents, and Research Teams in accordance with the research strategic plan for the Department. Emphasis on transparency and fairness in these decisions is a priority for the Department. Adjudication of the Research Budget will be carried out through peer review. Funding priorities will be identified by the Research Committee and are subject to approval by cabinet.**
- e. Liaison with the Associate Dean for Research, Faculty of Medicine, and the VP Research, NSHA to support the overall research plan for the Department, and the Faculty of Medicine. The Departmental RD should have input into relevant committees of these directorships.**
- f. Develop funding resources for the Department through support of external grant capture, as well as voluntary donor sources. Partnering opportunities to maximize the efficiency of departmental research funds will be sought.**
- g. Develop an Annual Report reflecting the research activities of the Department.**
- h. Production of the Dal Surgery “Update” twice a year for distribution within our surgical community, Dalhousie University (medical school), CDHA, alumni and other Surgical Departments in Canada.**
- i. Manage Departmental – research web page. Promotional material regarding researchers and coordination of recognition of research awards applications through FOM, DMRF, NSHA.**
- j. Work with each member of the DOS Research Committee to aide in carrying out any administrative role for committee assignments or lead roles in the RD Committee.**
- k. Carry out and perform any action generated from DOS Research Committee meetings.**