

Terms of Reference for the South West Burns Research Collaborative (a Network Specialist Interest Group)

Chair:	Chris Wearn, Burns Consultant, Southmead Burns Unit
Co-Chair:	Mark Brewin, Burns Clinical Scientist, Salisbury Burns Unit
Core Members:	<p>Membership of the South West Burns Research Collaborative shall include:</p> <ul style="list-style-type: none"> • Burns (paediatric and adult) MDT professionals (surgeons, nurses, therapies, psychologists) • Clinical Scientists/Researchers • Research Academics • A patient or family member <p>Ideally, at least one representative from each burn service.</p> <p>The members set out above may appoint a named deputy to attend a particular meeting in their place, subject to the Chair's pre-approval. A deputy should be nominated only in exceptional circumstances, for a particular meeting.</p>
Other Attendees:	The South West Burns Research Collaborative may invite non-members to attend all or part of its meetings as it considers necessary and appropriate, at the discretion of the Chair.
Quorum:	The quorum for the South West Burns Research Collaborative is at least 50% of core membership.
Authority:	<p>The South West Burns Research Collaborative is a Specialist Interest Group (SIG) of the South West Burns Clinical Network Board from which it receives its authority.</p> <p>Its constitution and terms of reference shall be as set out in this document, subject to amendment.</p>

Declaration of Interests	<p>All members must declare any actual or potential conflicts of interest relevant to the work of the South West Burns Research Collaborative, which shall be recorded in the minutes accordingly.</p> <p>Members should exclude themselves from any part of a meeting in which they have a material conflict of interest. The Chair will decide whether a declared interest represents a material conflict.</p>
Frequency & Form of Meetings:	<p>Meetings will be held quarterly and dates agreed on a yearly basis. Meetings will be held via MS Teams. Additional extra-ordinary meetings shall be called at the request of the Chair</p>
Notice of Meetings:	<p>Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall normally be forwarded to each member, and any other person required to attend, no later than one week before the date of the meeting.</p>
Group Aim and Objectives	<p>The South West Burns Research Collaborative is established to:</p> <ul style="list-style-type: none"> ○ Increase research across the South West Burns Network. ○ Link with the British Burn Association Research Specialist Interest Group. ○ Play a role in identifying key clinical challenges (for research) in collaboration with burns colleagues ○ Generate ideas for grant applications, peer reviews and publication of articles. ○ Provide expertise to assist members with grant applications' advice, sharing protocols etc. ○ Foster closer links between regional higher education institutions and clinical researchers. ○ Align research objectives with the Top ten research priorities in global burns care: findings from the James Lind Alliance Global Burns Research Priority Setting Partnership - The Lancet Global Health. ○ Support early career researchers, including supervision of Masters and PHD students. ○ Support and develop Clinical Fellowships. ○ Provide feedback on clinical trial protocols and associated documentation. ○ Engage patient and public representation in design of clinical trial protocols and associated documentation. ○ Be a space for sharing academic papers, including areas for future research. ○ Provide a peer support forum to share lessons learned, successes and challenges. ○ Collaborate with the Research Delivery Network and regional Academic Health Science Network and third sector

	<p>organisations.</p> <ul style="list-style-type: none"> ○ Set-up shared databases and collaborative links.
Outputs:	<p>The South West Burns Research Collaborative Group shall:</p> <ul style="list-style-type: none"> • Agree a yearly work plan • Develop a communication strategy to promote the Group with the Network membership and what support can be offered to new researchers. • Deliver an annual research showcase conference (SW Burns Research Collaborative Forum). • Develop a Research page on the SW Burns Clinical Network website. • Produce a yearly report to the Network Board and the British Burn Association Research Specialist Interest Group. • Develop a South West epidemiological model to ensure biological samples and data are shared. • Combine England and Wales data/record sets for powerful epidemiological studies. • Provide minutes of meetings and progress against action log.
Sub-Committees:	<p>The South West Burns Research Collaborative Group is authorised to set up sub-committees as required to deliver specific tasks.</p>
Committee Secretary:	<p>The Network Administrator is responsible for:</p> <ul style="list-style-type: none"> • Agreement of agenda and collation of papers. • Taking the minutes and keeping a record of actions arising and issues to be carried forward. • To maintain an on-going Action Log ensuring this is updated at each meeting.

Version:	1
Ratified by / responsible committee:	South West Burns Research Collaborative Group
Date ratified:	6 March 2025
Name of originator / author:	Chris Wearn, Chair of SW Burns Research Collaborative Group
Lead for SW Burns Clinical Network (SWBCN) Board	Professor Tim Whittlestone, Chair
Date Approved by SWBCN Board:	
Review date:	

