

Research Advisory Committee (RAC)

Terms of Reference

CDHA Vision for Research

Dental hygiene research makes significant contributions to the profession's body of knowledge and the broader health care system, which allows the profession to better meet the evolving and complex needs of the Canadian public. Research is defined broadly according to Boyer's four classifications¹: discovery, integration, application, and teaching.

Mission

The RAC will support CDHA by providing research expertise and guidance on emerging issues of relevance to the dental hygiene profession and help build research capacity within Canada.

Responsibilities

1. To advise CDHA's Chief Executive Officer (CEO) on issues that relate to research.
2. To develop strategies for operationalizing CDHA's vision for research.
3. To guide CDHA's involvement in creating, supporting, disseminating and translating research that influences dental hygiene policy and practice.
4. To seek ways to enhance research capacity and uptake within the dental hygiene profession.
5. To support the advancement of dental hygiene education in Canada.
6. To support CDHA's endeavors to provide a high-quality scientific program for CDHA's conference event.

Membership

The RAC will be comprised of a maximum of ten members including the Chairperson. Members may represent more than one of the categories below:

- Scientific Editor of the Canadian Journal of Dental Hygiene
- Representative from the Canadian Foundation for Dental Hygiene Research and Education
- Graduate student representative
- One member from CDHA's Education Advisory Committee
- Members-at-large including individuals with specific expertise

CDHA staff members who sit on the RAC include the CEO and the Manager of Policy, Research and Government Relations.

Criteria

- CDHA member
- Author of peer-reviewed papers that have been published within the last 10 years*
- Minimum of a master's degree*

(Graduate student representative exempted)*

¹ Ernest L Boyer, (2004) Scholarship Reconsidered: Priorities for the Professoriate

The following criteria will also be given consideration:

- Representative with research experience aligning with at least one of CDHA's Research Priorities²
- Representative with research expertise in areas that complement the existing skill set of the committee

Chairperson Role and Term of Office

The Chairperson provides leadership for the RAC; facilitates discussion at the meetings; and assists the group to resolve any issues that may arise. The volunteer incumbent will ensure the work of the committee aligns with CDHA's mission and Board End Policies. The Chairperson appointment will be made for a full three-year term or until their term on the committee ends, whichever is later.

Recruitment

The CEO will seek applications for volunteer positions on the committee, including a CV and a letter of interest outlining areas of strengths and potential contributions. The CEO will select members in consultation with the committee and in accordance with the criteria set out for committee membership. The CEO will seek nominations for Chairperson from within RAC and will select the Chairperson in consultation with the committee.

Terms of Office

Each term of office is three years, renewable once upon recommendation from the CEO.

Meetings

- Teleconferences are held a minimum of three times per year.
- A majority of (4) committee members at a meeting constitutes a quorum.
- The Chairperson is counted as a voting member.
- CDHA serves as chair, should the chairperson not be available for a meeting.
- Committee members must maintain active participation through email communications, reviewing of materials, sharing dialogue, and teleconference attendance.

CDHA's Commitment

- CDHA will provide members with complete, accurate, and meaningful information in a timely manner.
- CDHA will ensure reasonable time is provided for input.
- CDHA will provide scheduling options well in advance to best accommodate members' availabilities.

Confidentiality

CDHA encourages committee members to openly share information with the group. By joining the committee, each member agrees to maintain the confidentiality, security and integrity of all materials and information shared during and after their term on the committee.

Revised: 01 March 2019

² Canadian Dental Hygienists Association, (2015) [Canadian Dental Hygiene Research Agenda](#).