

CDHA 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.

Mandate

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. Ideally, the Research Advisory Committee will strike a balance between enabling time for student members to develop their participation on the committee and rotating opportunities for new student engagement on the committee. As such, some flexibility may be accommodated

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

within these terms and a member's individual circumstances for student positions on the committee.

- One member from CDHA's Education Advisory Committee.
- Members-at-large including individuals with specific expertise.

CDHA staff members

- Chief Executive Officer.
- Manager, Policy, Research and Government Relations.

Criteria

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

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.

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

Student members

Term of office -- The student member shall serve for a term of three years. Student members may be reappointed for a second three-year term provided that at the end of his or her first three-year term, the member is still a registered graduate student and is expected to retain his or her graduate student status over the next 12 months or more at that time. If during their three-year term, the student completes their graduate program, the student member is eligible to remain on the committee until the end of their term.

Responsibilities --

- When a student member completes his or her graduate program within their RAC appointment, the student member shall inform, in writing, the Chair of the committee and the Secretariat, of his or her completion within 30 days.
- Provide advice and guidance to the Secretariat for promoting the RAC student positions to graduate students.

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.

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