



ANZFPS TRIPP SUB-COMMITTEE Terms of Reference

1. Name of Group
Translation of Research into Practice & Policy (TRIPP) Sub-Committee of the Australian & New Zealand Falls Prevention Society
2. Background
ANZFPS was formed in 2006 to promote the multidisciplinary study and implementation of falls prevention in older people. An ongoing issue in falls prevention is the effective translation of the research evidence into practice in the healthcare and community settings. This sub-committee has been established with the primary purpose to conduct activities that facilitate this translation of falls prevention research into practice and policy.
3. Role of Committee
To promote translation of research outcomes into best practice in falls prevention, and facilitate research and its evaluation.
3. Purpose & Functions of TRIPP sub-committee
<p>TRIPP sub-committee Purpose:</p> <p>To improve the alignment of the research and policy agendas at a state and national level through increased linkages, collaboration and communication, and reduce duplication of effort in the translation of falls prevention research'.</p> <p>TRIPP sub-committee Function</p> <p>The TRIPP Sub-committee aims to support the ANZFPS to:</p> <ol style="list-style-type: none"> 1. Facilitate communication within the Australian falls prevention research communities / organisations. 2. Build research capacity by developing and implementing strategies to foster knowledge translation and research and practice collaboration. 3. Encourage development of standardised approaches to care, assessment and outcome measurements through effective partnering and engagement with policy leaders. 4. Assist in policy formation and review as requested. 5. Assist clinicians, health services, community and aged care services to assess their practice through educational initiatives. 6. Promote the latest relevant research findings and their translation into best practice and policy. 7. Advise on topics and speakers for symposia, workshops and other outreach activities

sponsored by the ANZFPS.

8. Ensure active engagement and consultation with consumer representatives on TRIPP activities as appropriate.

4. Membership and Appointment

(i) Chairperson

The Chairperson will be appointed by the TRIPP sub-committee for a period of two years, coinciding with two consecutive ANZFPS biennial conferences.

Responsibilities include:

- Providing strategic direction and leadership in promoting research and evidence-based practice.
- Scheduling Sub-committee meetings, organising agenda items and notifying Sub-committee members.
- Reviewing and approving the draft minutes before distribution.
- Promoting outcomes from discussion items and Sub-committee initiatives.
- Liaising with the TRIPP sub-committee members and other ANZFPS sub-committees to ensure communication and coordination of efforts between all parties.
- Reporting to the ANZFPS executive on TRIPP committee activities.

(ii) TRIPP sub-committee members

TRIPP subcommittee members will be appointed for periods of two years coinciding with two consecutive ANZFPS biennial conferences. Members may nominate for consecutive two year periods. ANZFPS financial members may also self-nominate for TRIPP sub-committee (by contacting the TRIPP chair) at any time. Such nominations will be considered for endorsement by the TRIPP subcommittee at its next meeting.

The maximum number of TRIPP sub-committee members will be 15. If more than 15 members nominate, all nominees will be asked to submit a 1 page document to the ANZFPS Executive. Executive members will then vote to determine the 15 selected members.

Membership of the TRIPP sub-committee will include researchers, clinicians, consumer representatives and falls prevention policy leaders.

Sub-committee members will cease to be a member of the Sub-committee if they:

- Resign from the Sub-committee.
- Fail to re-nominate for the next two year period.

In 2013-4, The following people will form the TRIPP Sub-Committee:

Name	Position	Organisation
Anna Barker	Senior Research Fellow	Monash University
Lorraine Lovitt	Leader	NSW Falls Prevention Program (NSW)
Michele Sutherland	Senior Project Officer	Department for Health and Ageing
Stephen Lord	Senior Principal Research Fellow	Neuroscience Research Australia
Nicholas Waldron	Leader	Falls Prevention Health Network

The committee may also include the following 2012-13 nominees:

Name	Email	Nominated
Patsy Bourke	patsy.bourke@hnehealth.nsw.gov.au	Nominated at AGM
Lesley Day	lesley.day@monash.edu	Nominated at AGM
Sally-anne Morgan	sallyanne.morgan@health.sa.gov.au	Nominated at AGM
Jane Duncan	jane@m2com.com.au	Nominated at AGM
Clare Bradley	stacey.avefua@flinders.edu.au	Nominated at AGM
Suzie Thomas	susie.thomas@health.sa.gov.au	Emailed
Jagadish Mallya	jmallya@btinternet.com	Emailed (Singapore)
Sharon Butler	Sharon.Butler@arv.org.au	Emailed
Michele Callisaya	michele.callisaya@monash.edu	Emailed

5. How Sub-committee will Run

- Establish a TRIPP page on the Australian and New Zealand Falls Prevention Society website which provides summary of upcoming workshops & links relevant groups associated with falls prevention.
- Produce and circulate a biannual TRIPP newsletter providing a summary of key research that is underway and key group activities.

6. Reporting Requirements

- Reporting to the ANZFPS executive committee will be by way of the chairperson circulating the quarterly meeting minutes.

7. Meeting Operation and Reporting

Sub-committee Meetings

- Sub-committee meetings shall be held quarterly, or more often as needed.
- The TRIPP quorum for passing resolutions or making endorsements will be 6.
- Internal or external persons may be invited to attend the meetings at the request of the Chairperson to provide advice and assistance. Such invited persons will have no voting rights.
- Decisions will be made by consensus where possible and by majority vote if required.
- The Sub-committee will report to the ANZFPS executive committee.

Amendments

The Terms of Reference shall be reviewed at the commencement of each two year period. They may be altered to meet the current needs of all Sub-committee members, by agreement of the majority of the Sub-committee in consultation with the ANZFPS executive committee.

The above Terms of Reference have been approved by the ANZFPS executive committee

- Quarterly meetings conducted via teleconference and WEBEX
- Annual face-to-face meeting
- Meetings to be chaired by the Chairperson (or other nominated person as appropriate)
- Meeting minutes to be recorded by a scribe nominated by the Chairperson (or other nominated person as appropriate)

8. Supporting / Relevant Documents

- NIPWG Identification of Gaps in Research: Falls Prevention in Older People
- ANZFPS bylaws
- ACQSHC Best Practice Guidelines for community, hospital and aged care settings