

Research, Teaching & Learning Committee (RTLTC) Terms of Reference

Role or Purpose	<p>The purpose of the Research, Teaching & Learning Committee (“RTLTC”) is to oversee the Bloorview Research Institute and the Teaching and Learning Institute.</p> <p>The VP Research is responsible for the Bloorview Research Institute (BRI) and reports to the President and CEO of the Hospital. The VP of Medicine and Academic Affairs is responsible for the Teaching & Learning Institute (T&L) and reports to the President and CEO of the Hospital.</p> <p>No decision or resolution of the Committee shall be binding on the Corporation until it is adopted by the Board or unless it has otherwise been authorized by the Board.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Educate and advise the Board of Trustees of the Hospital on matters related to the BRI and T&L including: <ul style="list-style-type: none"> • governance and policies; • strategic direction; • financial planning and use of funds; • performance • commercialization • integration of teaching, learning and research • research ethics • knowledge translation • Ensure that the policies and procedures developed by the BRI/T&L respect ethical issues and standards, and strategic plans are in alignment and consistent with: (1) the University of Toronto’s strategic education and research plans, and (2) the University of Toronto-Holland Bloorview affiliation agreement; • Ensure that the BRI/T&L strategic plans are aligned with the strategic goals of the Hospital; • Provide advice on budget assumptions and review year-end financial report of the BRI/T&L to ensure alignment with the BRI/T&L strategic plans; • Review BRI/T&L performance and provide advice on key performance indicators, including outcomes, benchmarks, and evaluation processes; • Apprise the Board of academic/research excellence leading to the creation, translation, application and evaluation of knowledge into clinical best practices; • Review Holland Bloorview Kids Rehabilitation Hospital Foundation policies and procedures that may affect BRI or T&L. • Provide oversight and approval for the activities of the Research Ethics Board (REB): <ul style="list-style-type: none"> ▪ Review an annual report from the REB highlighting REB membership, activities, and outcomes, and ▪ Ensure REB policies and procedures are consistent with U of T and TAHSN requirements; • Assess and monitor the commercialization of Holland Bloorview intellectual property which could be a meaningful source of funds for research, teaching & learning or other hospital activities. The committee will receive regular reports from research management on commercialization strategy and progress.

	<ul style="list-style-type: none"> Assume other duties as may be assigned by the Board.
Membership and Voting	<ul style="list-style-type: none"> Chair shall be a member of the Board; Up to 4 Members of the Board of Trustees of the Hospital including the representative of the Dean of the Faculty of Medicine, University of Toronto; VP Research at the Hospital VP Medicine and Academic Affairs at the Hospital; 1 senior external researcher 1 senior external education leader Representative(s) of clients and families Representative(s) from BRI; Representative(s) from Teaching and Learning; President and CEO of the Hospital; President and CEO of the Foundation or delegate ¹ Community Members (where needed) with pertinent skills (legal, business) or life experience <p>At the first meeting of the Board following each Annual Meeting, the Board will appoint the members of the standing committees (<i>By-law 27.1.1</i>)</p> <p><u>Voting</u> A member of a Committee may participate in the meeting by teleconference and vote by teleconference, however, e-mail or voting by proxy are not permitted. (<i>form 8.5 Committee Principles, Rules...</i>)</p>
Chair	<p>The Research, Teaching & Learning Committee shall make recommendations to the Board with respect to the appointment of the Chair of the Research, Teaching & Learning Committee.</p> <p>The Committee will be chaired by a Trustee of the Hospital Board of Trustees.</p>
Frequency of Meetings and Manner of Call	<p>The Research, Teaching & Learning Committee shall meet at the call of the Chair.</p> <p>The RTALC will meet a minimum of four times per year. Meetings will be scheduled to coincide with the annual budget planning and relevant reporting requirements.</p> <p>Copies of meeting minutes shall be distributed to all Committee members. The Chair of the Research, Teaching & Learning Committee shall sign the minutes immediately after they are accepted at the next scheduled meeting. The signed original copy of the minutes shall be filed by the Executive Assistant to the Research, Teaching & Learning Committee.</p>
Quorum	<p>A majority of members of the Committee, which includes a minimum of two trustees of the Board that are required to conduct a meeting, will be included in determining whether a quorum is present. The Chair will be included in determining whether a quorum is present.</p>

¹ Consistent with BRI Endowment Agreement, the Foundation has the right to appoint up to 30% of the members of the RTALC from their Board of Directors.

Reporting	The Committee will report to the Board of Trustees of the Hospital via the Chair of the Committee. The report will include the most current data on productivity, outcomes, research impact, knowledge translation, and performance indicators. <i>Reporting:</i> The RTLC will provide a report, at least annually, to the Boards of both the Hospital and the Foundation, from the BRI and T&L on the use of all funds (internal and external) and the overall performance of both institutes.
Date of Last Review	September, 2018

1. These terms of reference are consistent with BG-140 and the endowment agreement between the hospital and foundation, dated February 5, 2010