

## **ANZMUSC Osteoarthritis Special Interest Group (OA SIG)**

### **Terms of Reference**

The OA SIG Terms of Reference specifies the objectives and processes which the OA SIG will adhere to, in order to achieve their stated objectives and goals.

1. **Title:** ANZMUSC Osteoarthritis Special Interest Group (OA SIG)
2. **Type:** The ANZMUSC OA SIG is a special interest group within the Australia & New Zealand Musculoskeletal (ANZMUSC) Clinical Trials Network. The OA SIG comprises a group of ANZMUSC members with a common interest in advancing research and conducting high quality clinical trials within the area of Osteoarthritis.

#### 3. **Objectives:**

The objectives of the OA SIG align with the vision and mission of ANZMUSC and are as follows:

- Provide a forum for communication, networking, information sharing and collaboration for clinical researchers working in the field of osteoarthritis
- Support the missions of ANZMUSC and its Scientific Advisory Committee in the field of osteoarthritis (eg. providing expert content review of clinical trial proposals and/or grants, priority setting)
- Facilitate the development and implementation of high quality clinical research in osteoarthritis
- Contribute to mentoring early career researchers in the field of osteoarthritis to increase Australia's research capacity
- Contribute to activities and initiatives that help to raise awareness, inform policy, and educate.

#### 4. **Structure and governance:**

- The OA SIG Steering committee is responsible for the administration and coordination of activities within the SIG
- The OA SIG Steering Committee will report to the ANZMUSC Executive Committee which has overall responsibility for the functioning of special interest groups within the ANZMUSC clinical trials network.
- The OA SIG will have representation on the ANZMUSC executive committee and nominate a steering committee representative to sit on the ANZMUSC executive.
- The functioning of the OA SIG will be within the strategic functioning of the ANZMUSC network

- The OA SIG structure can be proposed by the OA SIG membership but should be approved by ANZMUSC Executive committee prior to the operationalization of the SIG.
- The OA SIG should not replicate advisory committees (scientific/consumer) that already exist in ANZMUSC.
- The OA SIG will provide regular updates on SIG activities to the ANZMUSC Executive Committee.

#### **5. *Membership:***

- ANZMUSC OA SIG membership is available to all members of the ANZMUSC clinical trials network.
- Membership in the ANZMUSC OA SIG is free.
- ANZMUSC members can belong to multiple ANZMUSC SIGs.
- The OA SIG should provide the ANZMUSC Executive with the list of OA SIG members so the ANZMUSC member database can be updated with this information.

#### **6. *Roles and Responsibilities:***

- The ANZMUSC OA SIG should inform the ANZMUSC Executive about all SIG activities including, but not limited to clinical trial proposal plans and designs, research outputs, research collaborations, consumer involvement, participation in conferences and stakeholder meetings at a state/national level.
- The ANZMUSC OA SIG should update the ANZMUSC Executive of any changes or developments in the SIG membership and SIG activities.
- The ANZMUSC OA SIG should provide the ANZMUSC Executive Office with key information about the SIG for it to be displayed on the ANZMUSC website.
- A dedicated webpage will be available to the OA SIG on the ANZMUSC website. OA SIG should provide all SIG notifications and updates to the ANZMUSC Executive Office for display on the ANZMUSC website.

#### **7. *Meetings:***

- A face-to-face meeting of the ANZMUSC OA SIG will be held either before or after the ANZMUSC Annual Scientific Meeting.
- OA SIG members will be invited to attend the ANZMUSC Annual Scientific meeting and provide updates from the SIG at the meeting.
- OA SIG members should adhere to the ANZMUSC endorsement policy by submitting clinical trial proposals (in the area of osteoarthritis) at the Open Forums held during the Annual Scientific Meetings
- Other communication between meetings will depend upon the activities of the SIG and will be decided by the OA SIG Steering Committee.