Research and Audit Federation of Trainees Constitution

1. General

1.1   The Research and Audit Federation of Trainees (RAFT) Group exists for the benefit of its members and ultimately patients.

1.2   It is affiliated with the Royal College of Anaesthetists, and the Association of Anaesthetists.

1.3   RAFT is the national a society of trainees within the UK, formed with the intention to produce high quality, trainee-led audit, quality improvement and research projects related to the practice of Anaesthesia and Intensive Care Medicine (ICM).

2. Aims

2.1   To establish a trainee-led national network of anaesthetic and intensive care medicine physicians, who will conduct high quality national multi-centre research.

2.2   To provide a channel for communication and continuity for regional trainee research networks.

2.3   To attract national funding for research, and educational research development.

2.4   To keep trainees up to date with the latest research developments from the national and International community.

3. Group Structure

3.1   The RAFT executive committee is formed of trainee members. They are supported by experienced consultants who have historically supported the committee and/or been part of the RAFT committee, in addition to the chairs of all the regional TRNs often being consulted in national trainee research decisions.

3.2   Executive committee:

- Executive Chair
- Intensive Care Lead (Vice-Chair)
- Anaesthesia Lead (Vice-Chair)
- Secretary
- Treasurer
- IT & Education
- Events organizer

4. Membership

4.1 RAFT membership is open to all anaesthetic and ICM trainees from the UK, from CT1 level to completion of CCT via their regional TRN. Membership is also open to all SAS and locally employed anesthetists of comparable clinical experience.

4.2 All TRN chairs are invited to the RAFT WhatsApp group to be kept informed and prompted about events or required involvement. They are asked to handover their role within the group.

5.Executive committee roles

5.1   All appointments will be made following an open application process (advertised with enough time to allow for handover of roles and responsibilities within the described time frame), with election to roles being made after a vote by all members of the existing committee (the secretary is responsible to remove identifiable information to ensure as blinded selection to roles as possible.) Successful candidates will be given a short window to decide if they wish to take up the role, unsuccessful candidates will be given feedback.

5.2   All posts once accepted will be in the role for the three years of the term, unless the candidate feels they are no longer able to commit to the role; they are then to resign to the committee, but ideally continue in their role until the post is filled. The existing committee may choose allow a period of oversight and support to the incoming committee for up to one year.

5.3   All committee members share a number of mandatory responsibilities:

        i. Attending committee meetings

        ii. Supervising and planning projects

        iii. Promoting and publicising the group

        iv. Attending and assisting in the organisation of the AGM

        v. Assisting in day to day running of the organisation

        vi. Developing educational sessions and events on behalf of regional TRNs

5.4   Committee roles may be terminated following a majority committee vote to be made at appropriate committee meeting from those present. The Executive chair holds the deciding vote in the event of a tie. Termination may be initiated following:

        i. Breach of authorship rules

        ii. Breach of research governance principles as outlined by ICH GCP guidelines

        iii. Breech of data protection

        iv. Breech of ethical principles

        v. Fraudulent or omission of data

6. Specific Committee Roles

6.1   Executive Chair – The Chair is responsible for steering the overall direction of RAFT, chairing committee meetings and AGM, in conjunction with the Vice Chairs and committee, selecting projects and promoting RAFT at regional, national and international level.

6.2   Intensive Care Lead (Vice-Chair) - The role of the Vice Chair (ICM) is to coordinate the Group's involvement in critical care projects. The Vice Chair(s) substitute for the Chairman in his/her absence at meetings.

6.3   Anaesthesia Lead (Vice-Chair) - The role of the Vice Chair (Anaesthesia) is to coordinate the Group's involvement in anaesthesia projects. The Vice Chair(s) substitute for the Chairman in his/her absence at meetings.

6.4   Secretary - The secretary keeps the group's records up-to-date, organises committee meetings, records the minutes for the meetings, monitors email requests and assists with group promotion.

6.5   Treasurer - The Treasurer is responsible for managing the Group's bank account, filling the tax return for HMRC if required, settling invoices and assisting in obtaining funding for RAFT's activities.

6.6   IT & Education lead - The IT and education lead maintains the RAFT website, supports digital data collection tools and develops new communication and collaboration methods to help realise RAFT's aims. Their role also encompasses understanding the curriculum and supporting TRNs in delivering research educational content.

6.7   Event co-ordinator – To organise and collaborate with other groups and TRNs to run an annual meeting and update, in addition to supporting presentation requirements.

7. Project subissions for RAFT national projects

7.1   All TRN members are eligible to submit project proposals for national project selection within a specified time window (decided at the discretion of the committee). A broad project interest will be selected by the committee in advance of the window to allow TRNs to consider projects. All project submissions will be considered (longlist)

7.2   The executive committee reserves the right, to reject any project which does not fit with the RAFT ethos of multi-centre trainee led research.

7.3   Projects proposed will be anonymized and shared with all the TRN chairs to rank, to provide a top five shortlist.

7.4   The shortlisted projects will be invited to present their projects to the committee and advisory guest experts, with a set presentation time and question window provided. Committee members will score project proposals based on an objective scoring system, to finalize selection of a project.

7.5   Once a project has been selected by RAFT, a project lead will be appointed (this will normally be the project proposer or a member of their group). Members of the RAFT committee will be afforded the opportunity to become involved with the running of the project. The final project team and writers' group is likely to include many people from the research MDT and will be negotiated as required.

8. Project Authorship

8.1   RAFT overall has a shared authorship policy that allows for recognition for all contributors. Authorship policies will be written for each specific project and will be negotiated with publishers at the time of submission to aim as far as possible all contributors will be listed as PubMed-citable collaborators within the RAFT project in accordance with the role they fulfilled in the study.

8.2   Each study is unique and authorship rules will be made clear by the steering committee and will be detailed in advance of data collection. This includes roles and eligibility requirements.

8.3   If the prespecified authorship criteria is subject to change during a study, this will be reflected in an update (if in the unlikely event this is a move to restrict authorship, this will be communicated to all collaborators by the RAFT committee, along with the rationale).

8.4   Collaborators who do not meet the prespecified authorship criteria will be removed from the authorship.

8.5   These authorship criteria apply to all roles (including individual members of steering committee, regional leads, local leads etc).

8.6   It is a shared responsibility between collaborators and RAFT project steering group to ensure authorship details are present and correct (e.g. their collaborators and affiliation) within the timeline communicated and planned in the protocol.

8.7   RAFT will conduct at least two rounds of authorship checks following a project where the full authorship list will be shared for collaborators to review. Disputes will need to be taken up with the RAFT Chair who will act as arbitrator.

8.8   It is the responsibility of collaborators to ensure they maintain accurate and up-to-date contact details with the project steering team. The project steering team will provide certificates of involvement to all collaborators, as evidence of project involvement.

8.9   No individual requests to amend the authorship will be accepted after online publication of a manuscript. Any requests made after this will be noted and integrated into any future publications using the dataset.

8.10   Letters, abstracts and posters may be submitted under a mixed authorship ("Authors XYZ on behalf of RAFT group") as appropriate

8.11   All presentations from the RAFT project will be presented under a mixed authorship. The RAFT logo must be present on all posters or presentations using RAFT project data.

8.12   The presenter should refer to themselves as presenting on behalf of RAFT (e.g."Bloggs J presenting on behalf of RAFT").

8.13   Prize money awarded for presentations on behalf of the collaborative should be awarded directly to the collaborative to support running costs. Other non-monetary prizes can be kept by the presenter, after confirmation with the RAFT Committee (e.g. free conference registration).

8.14   RAFT will announce these prizes to the network, and will indicate which project this has arisen from.

8.15   Relevant collaborators may indicate on their CV that a prize was awarded for a project that they were involved with, but must make it explicit that they were not the presenting author.

8.92   RAFT will not share data between sites to meet our commitment to preserve confidentiality and data protection, but can be approached to request specific analyses. This including those at regional or national levels, and will be assessed based on RAFT capacity to support analysis, scientific merits of the proposal, and distinction from previous or planned research outputs from the dataset.

10.Finances

10.1   HMRC and other required financial submissions will be completed by the Treasurer as required

10.2   An annual summary of the groups finances will be presented at the AGM annually

10.3   Outgoing costs must be approved by the executive chair and treasurer

10.4   The Treasurer will keep detailed records of all approved payments, reimbursements and income.

10.5   Any profit or income generated must be re-invested back into the group in order to further its development.

10.6   All successful grants to RAFT projects will be the responsibility of the treasurer alongside the project steering group who will need to provide a paper trail of all financial transactions. This will need to be justified to the awarding bodies as necessary.

11. AGM

11.1   The AGM should be held once per year.

11.2   All committee members should make every effort to attend the AGM, along with TRN chairs where possible.

11.3   Minutes are to be taken by the group secretary and distributed to members.

12. Committee Meetings

12.1   These will take place as requested by committee members depending on deadlines, and ongoing project or committee decisions that need to be made (minimum quarterly).

12.2   All committee members should attend these meetings, where possible.

12.3   The secretary will create an agenda, to be confirmed with the executive chair

12.4   The agenda will be distributed by email to all committee members prior to each meeting.

12.5   TRN Chairs and project leads are invited to attend committee meetings when appropriate.

12.6   TRN Chairs to be invited to a virtual meeting as required (minimum annually and can include the AGM).

Acknowledgements

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Chair signature :

Dr Martha Belete