

## **GENERAL TERMS OF REFERENCE FOR AAAPC SUBCOMMITTEES**

### **PURPOSE**

The Australasian Association for Academic Primary Care (AAAPC) endorsed a Strategic Plan at the 2017 Annual General Meeting. The plan outlined the AAAPC's Mission, Vision, Values and Goals.

The goals in the 2017 Strategic Plan are:

1. To become a visible, effective and sustainable organisation that is responsive to a broad primary care membership
2. To increase linkages with other organisations with an involvement in primary care
3. To champion a vision of primary care oriented health care underpinned by evidence and education
4. To promote and nurture research and scholarly activity in primary care
5. To promote primary care curriculum and placements in health professional education
6. To mentor the academic primary care workforce.

The Executive of the AAAPC has now established 4 subcommittees to help deliver on the goals of the AAAPC 2017-18 Strategic Plan.

The subcommittees are;

1. Membership and Marketing
2. Primary Care Research Policy and Advocacy
3. Early Career Academic and Capacity Development
4. Conference and Professional Development

The specific goals, objectives and action areas for each of the subcommittees are outlined in separate documents for each group (overleaf). The following are guidelines applicable to all subcommittees.

### **MEMBERSHIP**

The subcommittee will:

- Consist of members of the AAAPC Executive and, when required or desirable, additional co-opted ordinary members of the organisation
- Each subcommittee will ideally include members from;
  - a variety of primary health care professional disciplines,
  - both Australia and NZ,
  - rural and urban backgrounds,
  - both genders, and
  - a range of academic seniority.
- Membership will not exceed 10 members and will usually be between 4-6 to ensure small, adaptive and productive teams that can work from geographically dispersed locations.

## **MEETINGS**

- It is anticipated that groups will meet at least 4 times per year
- The frequency of the meetings is to be at the discretion of the subcommittee members according to what is required to conduct the business outlined and depending on the capacity of its members
- Business will be conducted via teleconference and by email.

## **BUDGET ALLOCATION**

- There is no budget allocated to the subcommittees
- Any work plans that require budget expenditure will need to be submitted to the Executive Committee with a written and costed proposal for formal approval.

## **RELATIONSHIP TO EXECUTIVE COMMITTEE**

- The Chair of each subcommittee will sit on the AAAPC Executive
- The subcommittees will verbally report at least 4 times a year to the general meetings of the AAAPC Executive
- A brief written report will be provided to the Annual General Meeting outlining work undertaken and progress towards the strategic goals.

## MEMBERSHIP AND MARKETING SUBCOMMITTEE

### PURPOSE

The subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for subcommittees apply.

The Membership and Marketing subcommittee seeks to support the AAAPC to deliver on strategic goal 1 namely:

### **Become a visible, effective and sustainable organisation that is responsive to a broad primary care membership**

The Strategic Plan articulates the following major objectives and action items for the Membership and Marketing subcommittee to commence work on in order to meet this goal:

1. To develop and implement a robust marketing strategy
  - a. Develop a two-page flyer that summarises AAAPC's vision and membership benefits for dissemination to target organisations that are likely to host potential new members
  - b. Improve and maintain a high-quality website which is updated with relevant content monthly
  - c. Expand AAAPC's visibility through Twitter and other appropriate social media platforms
  - d. Create a document that summarises marketing and membership support activities of major primary care academic bodies in North America and Europe.
2. To increase the benefits for members of the organisation
  - a. Negotiate AAAPC discounts for attendance at future national and international primary care research conferences
  - b. Investigate how to improve the ease of membership renewal via online, direct debit and continuing membership options
  - c. Co-sponsor regional workshops and educational events under the auspices of AAAPC.
3. To increase student participation in the organisation
  - a. Generate and promote a strategy where primary health care University Departments can subsidise discounted memberships for their higher degree by research students
  - b. Develop a membership pack for new members with personalised welcome letter from the AAAPC President.

# THE PRIMARY CARE RESEARCH, POLICY AND ADVOCACY SUBCOMMITTEE

## PURPOSE

The subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for subcommittees apply.

The Primary Care Research Policy and Advocacy subcommittee seeks to support the AAAPC to deliver on strategic goals 3 and 4:

**Champion a vision of primary care-oriented health care underpinned by evidence and education**

**Promote and nurture research and scholarly activity in primary care**

The Strategic Plan articulates the following major objectives and action items for the Primary Care Research Policy and Advocacy subcommittee to commence work on in order to meet this goal:

1. Meet new advocacy challenges and opportunities
  - a. Construct a core AAAPC position statement(s) based on our values to underpin all advocacy activities
  - b. Develop a set of recommendations to bolster AAAPC's advocacy learning from existing strategies used by the North American Primary Care Research Group (US) and the Society for Academic Primary Care (UK)
  - c. Generate a health advocacy database including a library of press releases that are ready to provide to policy makers and a publicly available list of key contacts with expertise on certain topics and how to find them.
2. Promote the characteristics and principles of primary care research to leading health research funding bodies in Australia and New Zealand
  - a. Develop an AAAPC Policy Brief to outline the value of primary care research for health funding bodies and colleagues.
3. Seek to reactivate the Australian Primary Health Care Research Network
  - a. Develop a position paper from past APHCREN documents highlighting the opportunities of a linked-up network of research-engaged practices.

## **EARLY CAREER ACADEMIC AND CAPACITY DEVELOPMENT SUBCOMMITTEE**

### **PURPOSE**

The subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for subcommittees apply.

The Early Career Academic and Capacity Development subcommittee seeks to support the AAAPC to deliver on strategic goals 5 and 6 namely:

**Promote primary care curriculum and placements in health professional education**

**Mentor the academic primary care workforce**

The Strategic Plan articulates the following initial objectives and action items for the Early Career Academic and Capacity Development subcommittee to commence work on in order to meet these goals:

1. Promote inter-professional education and training in primary care
  - a. Collate and publicise information concerning training and career opportunities within academic primary care on the AAAPC website and social media streams (i.e., Twitter).
2. Develop and commence a primary care mentorship program within membership of AAAPC
  - a. Engage with senior and/or alumni academics within AAAPC to act as mentors for early to mid-career primary care academics
  - b. Develop a collection of primary care mentor training resources.
3. Promote the opportunities for both Universities and primary care providers in expanding more secure positions for primary care academics
  - a. Expand the number of opportunities provided for the recent graduates from PhD programs and casual primary care teachers to better engage in academic activities.

## CONFERENCE AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

### PURPOSE

The subcommittee is established by, and reports to, the AAAPC Executive and the General TOR for subcommittees apply.

The Conference and Professional Development subcommittee seeks to support the AAAPC to deliver on strategic goals 2 and 4 namely:

**Increase linkages with other organisations with an involvement in primary care**

**Promote and nurture research and scholarly activity in primary care**

The Strategic Plan articulates the following initial objectives and action items for the Conference and Professional Development subcommittee to commence work on in order to meet this goal:

1. Increase AAAPC involvement in primary care research conferences
  - a. Continue to support and strengthen links with the Primary Health Care Research Conference (for as long as it is facilitated by PHCRIS)
  - b. Facilitate an Annual Research Conference
  - c. Build relationship between AAAPC and other major primary care relevant conference organisers (e.g., HSRAANZ, RACGP, RNZCGP, APNA etc)
  - d. If budget allows, develop \$1,000 funding for a disadvantaged student sponsorship grant to attend relevant conferences to bolster professional development and research translation.
2. Formalise organisational links between AAAPC and major primary care academic bodies
  - a. Explore the potential of reciprocal benefits from AAAPC membership with NAPCRG and SAPC
  - b. Foster and publicise reciprocal awards with NAPCRG and SAPC
  - c. Become an organisational member of Research Australia
  - d. Investigate benefits of membership of the Australian Clinical Trial Alliance.
3. Promote Trans-Tasman co-operation
  - a. Explore opportunities for new partnerships with Australian and New Zealand based primary care education organisations/providers/funding bodies to bolster support for primary care research.