



UKMED

UK Medical Education Database

UKMED Research Subgroup

Terms of reference (July 2021)

- 1** The UKMED Research Subgroup supports the UKMED Advisory Board by providing expert academic support.
- 2** This group undertakes the following tasks:
 - a** Keep under review the process and the form to be used by researchers applying for access to data.
 - b** Assess submissions using the agreed criteria and make an overall recommendation on the quality of each research proposal. The assessment will be submitted to the UKMED Advisory Board.
 - c** Review draft research findings and provide advice to the UKMED Advisory Board on the extent to which the research has met the aims outlined in the proposal.
 - d** Alert the UKMED Advisory Board if opportunities for funding UKMED research arise.
 - e** Promote the research opportunities that UKMED offers.
 - f** Continue to review the research strategy and processes and advise the UKMED Advisory Board accordingly

Membership

- 3** The UKMED Advisory Board nominates a chair for the Research Subgroup. This person becomes a member of the UKMED Advisory Board and conveys the subgroup's view to the Board.
- 4** The term of the Research Subgroup Chair is three years, with a one term extension at the Advisory Board's discretion.

- 5** The chair of the Research Subgroup updates the chair of the UKMED Advisory Board following Subgroup's meetings.
- 6** The group will seek out appropriate expertise to discharge its duties, this is likely to include:
 - a** Statistical / psychometric expertise
 - b** Qualitative research expertise
 - c** Undergraduate educationalist
 - d** Postgraduate educationalist
 - e** Other relevant expertise as required (e.g., data protection, NHS workforce)
- 7** Members of the Research Subgroup are recruited to inform decision making on the basis of their expertise, which may be methodological, in the data sources or medical education career pathways. Members are invited to declare their interests where relevant and may be asked to sit out of related discussions. Members are expected not to 'represent' specific interests which should be raised at the Advisory Board by data contributor representatives. Members of the Subgroup other than the Chair are not by right members of the UKMED Advisory Board.
- 8** Membership of the Research Subgroup will be reviewed at regular intervals (at least once every three years) by the UKMED Advisory Board, with a view to maintain continuity.