

**British Cardiovascular Society**  
**Clinical Study Groups Committee**  
**Terms of Reference**

**1. Terms of Reference:**

- 1.1. The Clinical Study Groups Committee will oversee the activity of the Clinical Study Groups, provide a governance framework and report to the Vice President Education and Research, the BCS Executive and Board.
- 1.2. Clinical Study Groups will set priorities for research within their own area interest.
- 1.3. The Lead of each Clinical Study Group will work in consultation with the BHF (funder), and the NIHR CCRN Cardiovascular Specialty Group (network coordinator/delivery).
- 1.4. Each Clinical Study Group will engage with stakeholders such as research active clinicians, healthcare commissioners/deliverers, healthcare policy makers (NICE) and patients/carers in developing research proposals.
- 1.5. Clinical Study Groups will engage with calls from external funding bodies for cardiovascular research themes, as well as respond to requests for topics to be commissioned by the HTA and other such NIHR schemes.
- 1.6. Clinical Study Groups will commission research by review of evidence, review of research methodology and engagement with industry and make application to appropriate funding bodies to support proposals.
- 1.7. The portfolio of the Clinical Study Groups will include literature/Cochrane Reviews, pilot/feasibility projects and clinical trials at phase 2 or phase 3.
- 1.8. The Committee will advise on and undertake other activities related to cardiovascular research only as directed and agreed by the BCS Executive and Board.

**2. Constitution**

- 2.1. The Committee shall be called the Clinical Study Groups Committee and report to the Vice President, Education and Research, at the British Cardiovascular Society.
- 2.2. The Committee is accountable to the Board of Trustees of the British Cardiovascular Society through the Division of Education & Research headed by the Vice President, Education and Research.
- 2.3. The BCS Trustees shall appoint the Chairman of the Committee, a position that is not open to election by the Ordinary Membership. The Chairman will be a member of the Academic and Research Committee.

- 2.4. The BCS Executive and the Committee Chairman shall determine the number of and themes of the Clinical Study Groups.
- 2.5. There will be 6 Clinical Study Groups entitled: Atherothrombosis, Cardiac Rhythm, Heart Failure, Paediatric/Congenital Heart Disease, Valvular Heart Disease and Preventive Cardiology.
- 2.6. Each Clinical Study Group will have a Lead who will be a Member of the Committee. The Lead will be elected by the relevant Affiliated Group of the British Cardiovascular Society, or other relevant body (including the British Cardiovascular Society), where appropriate.
- 2.7. Individual Clinical Study Groups will be constituted from and aligned to the, relevant Affiliated Groups or relevant body.
- 2.8. Each Clinical Study Group will be populated by the appropriate stakeholders that would usually include; the relevant sub-specialty professional groups, patient groups, clinical trial support and NHS representation.
- 2.9. Individual Clinical Study Groups will report to the Committee via the Study Group Chairs.
- 2.10. The British Cardiovascular Society will have no responsibility for the running of the individual Clinical Study Groups but will provide the use of Fitzroy Square meeting facilities where available, if required.
- 2.11. In addition to the Clinical Study Group Chairs the Committee will also include an NIHR CCRN representative, nominated by the BCS Executive and Chairman. Other members of the Committee will be at the discretion of the Chairman.
- 2.12. The Committee should have a maximum of ten members, including the Chairman. In exceptional cases the Officers may endorse the appointment of additional members.
- 2.13. The Chairman of a Committee will normally serve for a term of four years. Members (Clinical Science Group Chairs) will normally serve for three years.
- 2.14. The Committee will normally meet twice a year. The Chairman may convene extraordinary meetings with the approval of the Vice-President, Education & Research. One of the two meetings of the committee will normally take place during the annual conference of the Society. The second will normally take place at the Society's offices but an alternative venue, if more convenient to the committee members, may be used at the discretion of the chairman and with the agreement of the Chief Executive Officer.
- 2.15. Facilities for meetings at the Society's offices or during the annual conference will be arranged by the Chief Executive Officer of the Society in consultation with the Chairman of the Committee.
- 2.16. The Chairman of Committee will be responsible for ensuring that minutes of every meeting are recorded and submitted to the Executive via the Vice President, Education & Research.



- 2.17. The Society will provide secretarial services for the typing of minutes.
- 2.18. The Society will reimburse travelling expenses from within the United Kingdom for the Chairman of the Committee only. Members attending meetings will be expected to meet their own expenses through their Affiliated Group or relevant body.
- 2.19. No financial arrangements with any organisation may be enacted without the approval of the Trustees of the British Cardiovascular Society.

SC/Sept 2011  
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