

BACKGROUND

In February 2009, General Council established a new Board, the Board of Practice and Partnerships and six constituent committees to replace the Boards of Practice Standards, Professional and Community Relations, Research and their 13 committees.

In May 2013, the Board of Practice and Partnerships was replaced by the Practice and Partnerships Committee. This change was as a result of the implementation of a new governance model that was passed by the Fellowship in August 2012. Also at this time, the Board of Practice and Partnerships was renamed the Practice and Partnerships Committee (PPC). In May 2015 the Board approved that the Practice and Partnerships Committee be renamed the Practice, Policy and Partnerships Committee (PPPC).

The Committee for Evidence-Based Practice (**the Committee**) is a constituent committee of the PPPC.

1. ROLE

Responsible directly to the PPPC, the Committee will be an active working arm of the PPPC which executes priorities in the College's Strategic Plan and the PPPC's work plan particularly as they relate to the practice and the profession of psychiatry in relation to therapeutic interventions and evidence-based practice.

2. RESPONSIBILITIES

The Committee will be responsible for developing an annual work plan which will be reviewed at the end of each calendar year. The plan, which should align with the College's Strategic Plan, will be approved by the PPPC and noted by the Board.

The Committee's overarching functions are to:

- (a) Promote the development of policies and position statements related to therapeutic interventions and evidence-based practice.
- (b) Develop and recommend to the Board policy in relation to clinical practice improvement within the College.
- (c) Advise about the implementation of evidence-based practice including Best Practice Resources (BPR).
- (d) Raise the awareness about clinical practice improvement and encourage uptake within the College membership.
- (e) Encourage the use of clinical practice improvement activities to improve the clinical standards of psychiatric care.
- (f) Advise on all aspects of psychiatric treatments (including all bio psycho-social therapies, psycho-pharmacology, electroconvulsive therapy, psychosurgery and other treatments as appropriate).
- (g) Deal with matters pertaining to education about psychiatric treatments; the appropriate use of such treatments; and the availability and provision of such treatments.
- (h) Liaise with and seek advice from College Faculties and Sections on mental health matters across the life span.

- (i) Provide advice to the Board and the wider College community in respect to appropriate response by the College to Government and external inquiries as they relate to psychotropic medications and treatments.
- (j) Declare and manage Conflict of Interest in accordance with the College's [Declaring and Managing Conflict of Interest Guideline](#) and liaise with staff to ensure conflicts are recorded in the Committee's Conflict of Interest Register.
- (k) Identify and oversee risks associated with its Committee, in accordance with the College's Risk Management Policy, and for reporting risks to PPPC.

3. REPORTING RELATIONSHIPS

- (a) The Committee shall report on its activities to each meeting of the PPPC.
- (b) The Committee shall be represented on the PPPC by the Chair of the Committee.
- (c) The Committee shall liaise with other College groups including the Board, Committees, Faculties and Sections as required.

4. COMPOSITION / MEMBERSHIP

- (a) Membership of the Committee will comprise:
 - Chair (Fellow)
 - Six (6) Fellows (Independent) with at least one representative from New Zealand
 - Two (2) Community Members (one carer and one consumer)
 - A Trainee Representative
 - Chair, PPPC (Ex-officio)
 - Deputy Chair, Practice and the Profession portfolio, PPPC (Ex-officio)
- (b) The Committee must include appropriate representation from Australia and New Zealand (at a minimum of one member from each).
- (c) The Committee shall endeavour to achieve diversity, including gender balance.
- (d) The Chair, on behalf of the Committee, may appoint one of its members as the Deputy Chair of the Committee if and when required.

5. ELECTIONS AND APPOINTMENTS

5.1. Chair

- (a) Nominations will be called from amongst the Fellows of the College. The Chair shall be elected by the Board on recommendation from the PPPC.
- (b) The term of office shall be three (3) years from the conclusion of the Annual General Meeting (AGM) in the election year in which they were elected or such later date when a successor is appointed.
- (c) The Chair shall be eligible for reappointment to this position to serve a maximum of two (2) consecutive terms i.e. six years.

5.2. Fellows (Independent)

- (a) Nominations will be called from amongst the Fellows of the College. Fellows (Independent) will be elected by the PPPC
- (b) The term of office shall be three years from the conclusion of the AGM in the election year in which they were elected or such later date when a successor is appointed.

- (c) Fellows (Independent) shall be eligible for reappointment to this position to serve a maximum of two consecutive terms i.e. six years.

5.3. Ex-officio Members

- (a) Ex-officio Members are members of the Committee by virtue of the position that they hold.
- (b) The term of office of Ex-officio Members shall coincide with their term on their respective Committee.

5.4. Community Members

- (a) Community Members shall be appointed from the Community Collaboration Committee (CCC) in accordance with the Procedure for Appointing Community Members to College Committees.
- (b) Community members will be appointed by the PPPC on recommendation from the CCC.
- (c) The term of office of Community Members shall coincide with their term on the CCC.
- (d) In the event of the resignation of a Community Member, a Casual Vacancy will be appointed in accordance with the Procedure for Appointment of Community Members to College Committees.

5.5. Trainee Representative

- (a) The Trainee Representative will be appointed in accordance with the Procedure for Appointing Trainee Representatives to College Committees.
- (b) The term of office of the Trainee Representative will be 12 months from the conclusion of the AGM in the election year in which they were appointed or such later date when a successor is appointed..
- (c) The Trainee Representative will be eligible for reappointment to this position to serve a maximum of five (5) consecutive terms (i.e five (5) years).
- (d) In the event that the Trainee is admitted to Fellowship during their term on the Committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- (e) In the event that the trainee resigns from the committee, a Casual Vacancy will be appointed in accordance with the Procedure for Appointing Trainees to College Committees.

5.6. Casual Vacancies

- (a) A Casual Vacancy will be for the remainder of the term.
- (b) A person appointed as a casual vacancy shall be eligible for election or appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5.7. Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

5.8. Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

6. COMMITTEE SUPPORT

The Committee will be supported by staff of the Policy, Practice and Research Department.

7. OPERATION OF THE COMMITTEE

- 7.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for supporting the Committee.

7.2 Additional Specific Operational Information

7.2.1 Committee Powers and Delegations

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the Committee Meeting Operations Regulations with:

The Committee may establish Subcommittees or Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Group must be sought from the Corporate Governance and Risk Committee and the Board upon endorsement from the parent Board Constituent Committee.

7.2.2 Interpretation

In addition to the Definitions and Interpretation outlined in the Committee Meeting Operations Regulations:

- (a) "**Committee**" means the Committee for Evidence-Based Practice for the purpose of these Regulations.

8. ASSOCIATED DOCUMENTS / PUBLICATIONS

- Committee Meeting Operations Regulations and associated documents
- Position Descriptions: Chair, Member and Community Member.
- Practice, Policy and Partnerships Committee Induction Manual.
- Practice, Policy and Partnerships Committee Regulations.

- Procedure for Appointing of Trainees to College Committees
- Procedure for Appointing Community Members to College Committees

REVISION RECORD

Contact:	Executive Manager, Policy, Practice and Research		
Authorising Body:	Board		
Responsible Committee:	Corporate Governance and Risk Committee		
Document Code:	REG Committee for Evidence-Based Practice Regulations		
Date	Version	Approver	Description
10 July 2009	1.0	GC2009/2 R4	New document
29 May 2011	1.1	GC2011/2 R27	Not recorded
18 February 2014	1.2	PPP	Amendments to meet new College governance arrangements
February 2016	2.0	B2015/1 R22	Amendments to clarify the responsibilities, composition of the committee and change of committee name i.e. PPPC and clarification of voting
15 January 2018	2.1	B2018/OOS R3	Amendments to meet new College governance arrangements and change of committee name from Committee for Therapeutic Interventions and Evidence-Based Practice to Committee for Evidence-Based Practice
29 October 2023	3.0	B2023/10 R21	Updated to amend committee composition and add Conflict of Interest Clause.
NEXT REVIEW: 2025			