



STAR Constitution v1.4

October 2015

1. General

1. The Severn Trainees Anaesthetic Research (STAR) Group exists for the benefit of its members and ultimately patients. It is affiliated with the Bristol School of Anaesthesia.
2. STAR is registered as a limited company: 'Severn Trainees Anaesthetic Research Limited'

2. Aims

1. To establish a trainee-led regional network of anaesthetic and intensive care medicine physicians who conduct high quality multi-centre research, audit and quality improvement projects.
2. To provide a channel for communication and continuity that will allow trainees to continue their involvement in research and audit projects as they move around the region.
3. To provide more research training for the educational benefit of its members.
4. To improve the research experience for Severn trainees.
5. To attract national funding for research and audit work.
6. To act as a link for the region with the national anaesthetic trainee research and audit collaborative (RAFT).
7. To keep trainees up to date with the latest research developments from the International community.

3. Group Structure

The STAR executive committee is formed of both consultant and trainee members. They are supported by both trainee and consultant Trust leads

Executive committee:

Trainee members

Chairman

Intensive Care Lead (Vice-Chair)

Anaesthesia Lead (Vice-Chair)

Secretary

Treasurer

Communications/Information Technology lead

RAFT Liaison

Consultant members

Lead Consultant Supervisor

Consultant ICM Lead (Director)

Consultant Anaesthesia Lead (Director)

Local Leads:

Trainee Trust Leads

Consultant Trust Leads

4. Membership

1. STAR membership is open to all anaesthetic and ICM trainees from the Bristol School of Anaesthesia from CT1 level to completion of CCT
2. Foundation year, non-training grade and doctors in non-anaesthetic/ICM training posts from the Severn region are also eligible for membership, as are medical students. These

members will not be eligible for election to the executive committee and may only be able to have a limited role in some projects.

3. Membership application

- Interested trainees must complete a membership application form, which will be submitted to a member of the executive committee for approval. The form will then be passed on to the group secretary
- The group secretary will keep an up to date list of current members. Any data retained will be treated as strictly confidential by the executive committee

4. Members leaving the region or completing their CCT must inform the Secretary.

5. STAR Group membership may be terminated following:

- i. Breach of authorship rules
- ii. Breach of research governance principles as outlined by ICH GCP guidelines
- iii. Breach of data protection
- iv. Breach of ethical principles
- v. Fraudulent or omission of data
- vi. Bringing the group into disrepute for reasons listed other than above

6. Termination of membership requires a majority committee vote.

5. Executive committee roles

1. All posts will be for 12 months duration minimum up to a maximum length of term of 36 months, following election at the STAR Group AGM.

2. All posts will be reviewed on an annual basis at the AGM.

3. All committee members share a number of responsibilities:

- i. Attending quarterly committee meetings
- ii. Supervising projects
- iii. Promoting and publicising the group
- iv. Approving new trainee membership
- v. Attending and assisting in the organisation of the AGM
- vi. Developing educational sessions for STAR members
- vii. Summarising educational points onto the Twitter account when attending meetings/conferences

6. Specific Committee Roles

1. Chairman

- Chairs committee meetings and AGM.
- Has deciding vote in any disputes or other issues.
- Promotes the group at both a regional and national level.
- Responsible for overall group vision and direction.

2. Vice-Chairman: Anaesthesia Lead

- Assists chairman in steering direction of the group.
- Coordinates STAR involvement in National/International anaesthesia projects.
- Working with ICM lead, takes role of Chairman if the Chairman is unable to attend a meeting.

3. Vice-Chairman: Intensive Care Lead

- Assists chairman in steering direction of the group.
- Coordinates STAR involvement in National/International critical care projects.
- Working with anaesthesia lead, takes role of chairman if the Chairman is unable to attend a meeting.

4. Secretary

- Takes minutes at committee meetings, at the AGM and distributes these documents to members of the group.
- Manages and keeps membership database up-to-date.
- Creates and distributes quarterly newsletter.
- Assists with group promotion.

5. Treasurer

- Manages the group bank account.
- Provides annual report to Companies House.
- Responsible for paying invoices.
- Assists in obtaining funding for the group.

6. Communications/IT Lead

- Keeps website up-to-date.
- Updates Twitter feed.
- Develops novel communication solutions for the group as it expands.
- Will help create electronic data collection techniques for the group.

7. RAFT Liaison

- Liaison with RAFT (national anaesthetic trainee research federation) and surgical collaborations.

8. Lead Consultant Supervisor

- Liaison with consultant directors.
- Ensures continuity of leadership of the group during changes of Chairman.
- Resolves any conflicts occurring between STAR committee and members.
- Promotes the group at a national level.
- Is not elected at AGM and has an indefinite term in office.
- Must appoint a suitable successor on retirement from office.

Local Leads

These members do not sit on the executive committee, but have a number of important roles:

- Promote STAR locally
- Liaison with executive committee
- Point of contact for any members' local concerns

7. Project Submission

1. All STAR members are eligible to submit project proposals
2. As of March 2014, all new project proposals will be discussed and either accepted or rejected at the group quarterly committee meetings.
3. Project proposals can be submitted at any time via the application form which can be downloaded from the website.
4. Committee members will score new project proposals based on an objective scoring system.

5. The executive committee reserves the right, however, to reject any project which does not fit with the group ethos in spite of achieving an adequate score.
6. Once a project has been accepted to be taken forward by STAR, the proposer will be designated project lead. They are welcome to defer this role to someone else if they so wish.
7. An appropriate consultant supervisor will be assigned to assist the project lead, however this is only an advisory role. The project lead can decline this if requested, however it will be subject to executive committee approval.
8. A member of the executive committee can advise, in addition, if needed.
9. The project lead may request the assistance of other STAR members to achieve the project goals
10. The project must progress within a designated timeframe. If this does not happen then the executive committee may withdraw STAR backing from the project.

8. Project roles

1. STAR Project Lead

Responsible for the creation and design of the study and will likely involve:

- i. Creating the trial protocol/data collection proforma(s)
- ii. Research and Development department(s) liaison
- iii. Research grant application if required
- iv. Seeking ethics committee approval where necessary
- v. Project management and coordination of other investigators across the region
- vi. Collating the data
- vii. Working with a statistician, if necessary
- viii. Project presentation at a regional or national level
- ix. Submission of any resulting articles for publication

2. Local Project lead

Responsible for the management of a regional project at a local trust level. The role will likely involve:

- i. Liaison with the local Research and Development department
- ii. Liaison with the local clinical governance department
- iii. Regular communication with the STAR Project Lead
- iv. Advertising the project at a local level
- v. Coordinating the local STAR trainees (Local Project Investigators) who are collecting data
- vi. Presenting the data locally

3. Local Project Investigator

The Local project investigators role can be fulfilled by both STAR 'Full' trainee members and other members detailed in Section 3.2. They will not have any managerial role in the project but will be involved in:

- i. Patient recruitment
- ii. Obtaining patient consent
- iii. Data collection

9. Project Authorship

1. Only those STAR members who have made a significant contribution to the publication may be listed as authors.
2. Ranking of named authors will be based on proportion of workload contributed by each individual.
3. If the STAR project lead deems a members' contribution not sufficient enough to warrant authorship, their contribution may be included in the project report.
4. 'On behalf of STAR Group' must follow author list for all publications.
5. STAR Group Logo must be included on all posters and presentations.

6. On request, the STAR Executive committee will produce an annual certificate detailing member involvement in any projects, for ARCP or curriculum vitae purposes.

7. Disputes regarding authorship should be escalated to the executive committee who will act as arbitrators.

10. Finances

1. Annual accounts for Companies House are to be completed by the Treasurer.

2. Outgoing money: Costs must be approved by both the Chairman and the President.

3. Potential outgoings can be discussed at committee meetings.

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

5. The Project Lead may, however, do as he/she wishes with any prize-money generated from the project they are running

11. AGM

1. The AGM must be held once per year.

2. All executive committee members must make every effort to attend the AGM.

3. Each STAR member has one vote.

4. Honorary members are not eligible to vote.

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

12. Committee Meetings

1. These will take place on a Quarterly basis.

2. All executive committee members should attend these meetings. If they are unable to do so then apologies must be given to the secretary.

3. The Chairman will create an agenda.

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

Acknowledgements

STAR would like to thank the South West Anaesthesia Research Matrix (SWARM) for allowing us to use components of their constitution in this document

Dr Christopher Newell, October 2015