

**British Association for Cardiovascular Rehabilitation and Prevention (BACPR)  
BHF Clinical Research Collaborative (BHF CRC) Clinical Study Group (CSG)  
TERMS OF REFERENCE (TOR)**

<p><b>Aim and Objectives</b></p>	<p>The objectives of the BACPR CSG are in line with those of the BHF CRC, which are to:</p> <ul style="list-style-type: none"> <li>• Bring together a multidisciplinary clinical study research group with a keen interest in cardiovascular prevention and rehabilitation (CVPR) research</li> <li>• Make recommendations to the BACPR CRC CSG on the governance and research direction of current initiatives and on the development of new research projects.</li> <li>• Advise on and assess applications for the 'Research Development Fund'.</li> <li>• Support development of well-designed trials to contribute to a portfolio or enhance the evidence base for CVPR.</li> <li>• Liaise with funding bodies that could provide financial support for CVPR research</li> </ul> <p>Ultimately, the overarching aim of the BACPR CSG is to drive forward the CVPR agenda.</p>
<p><b>CSG Members:</b></p>	<p>The CSG should represent a range of research and clinical experience across the BACPR membership, and typically comprise 10-12 individuals. Within the group there should be BACPR council representation from:</p> <ul style="list-style-type: none"> <li>• CSG Lead (must be a BACPR council representative)</li> <li>• BACPR president / president elect</li> <li>• BACPR scientific officer</li> <li>• BACPR executive director</li> </ul> <p>Thus, at least 50% of the CSG should be comprised of BACPR council members (or council co-optees).</p> <p>Plus, there should ideally be representation from:</p> <ul style="list-style-type: none"> <li>• NACR</li> <li>• The Cochrane Collaboration</li> </ul> <p>The group must consider that they represent the United Kingdom in their activities especially if there is not a representative from each of the four nations on the committee.</p> <p>The group should strive to incorporate a range of clinical disciplines. Where possible, the group should seek to include specialist representation from non-medical health care or scientific professionals, patient and service users, and cardiologists in training.</p>

<p><b>Recruitment to the CSG and Terms of Office</b></p>	<p>The CSG lead will serve a minimum of 2 years in the role. Otherwise, CSG membership will be for a minimum of 1 year, with review of group composition in December of each year, in line with BACPR council elections.</p> <p>Group members will step down in the December when they have been on the group for at least 12 months and their council term ends, unless their continued involvement in the CSG is necessary for completion of a particular project.</p>
<p><b>Roles &amp; Responsibilities of the CSG Members:</b></p>	<p><b>CSG Lead:</b></p> <ul style="list-style-type: none"> <li>• Leads the CSG in accordance with its aims.</li> <li>• Acts as main link between the CSG and: <ul style="list-style-type: none"> <li>- BHF CRC Clinical Lead, COO and Co-ordinator</li> <li>- BACPR council</li> </ul> </li> <li>• Acts as one of three custodians managing CSG data (files and communication) held within the BHF CRC IT infrastructure / platform (Microsoft 365)</li> </ul> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• Strive to attend CSG meetings either in person or remotely</li> <li>• Respond to e-mail contact in-between meetings</li> <li>• [For those who are BACPR council members] - Access and contribute to the CSG information held within the BHF CRC IT infrastructure (Microsoft 365); Two members to act as custodians alongside the CSG lead, to manage this data</li> <li>• Group members may volunteer, or be asked to take part in projects which are usually time limited and then report back to the main group</li> <li>• Feedback via the CSG lead to the BACPR council and membership on relevant information pertaining to the CSG, including research opportunities</li> <li>• Collaborate with the CSGs from the other affiliate / speciality groups working as part of the BHF CRC</li> <li>• Represent and promote the BACPR CSG in a variety of settings and locations</li> <li>• Make explicit other affiliations and research links opportunities which individual members may have that could be utilised by the group</li> <li>• Collaborate with other organisations, nationally and internationally, to drive forward the research agenda for cardiovascular prevention and rehabilitation</li> </ul>
<p><b>Meetings:</b></p>	<ul style="list-style-type: none"> <li>• May be held 2-3 times per annum as required, either in</li> </ul>

	<p>person or virtually</p> <ul style="list-style-type: none"><li>• Meetings to be held immediately before EPG Study Day / BACPR Annual Conference where possible, to minimise travel; otherwise meetings will be held in BCS London</li><li>• If unable to attend a meeting CSG, notify the CSG lead in advance and to feedback on any relevant activities or initiatives undertaken on behalf of the group</li><li>• Following every meeting, the CSG lead will feed back any relevant information to the BACPR council</li></ul>
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