



<b>605</b>	<b>TBIMS Committees, Modules and Special Interest Groups</b>	
Approved: TBIMS Project Directors	Effective Date: 1/15/2010	
Attachments: None	Revised Date:	
Forms: None	Reviewed Date: 12/10/2009	
Review Committee	SOP Committee	

**Subject:** TBIMS Committees, Modules and Special Interest Groups (SIGs).

**Introduction:** There exists within the TBIMS, Committees, Modules and SIGs. Five standing committees exist with different functions: Data, Dissemination, Planning, Research, and the Executive Committee. Modules are time limited peer reviewed studies involving more than one TBIMS. SIGs are groups of TBIMS investigators with common interests in specific topics related to TBI.

**Purpose:** To describe the purpose, formation and function of the TBIMS Committees, Modules, and SIGs.

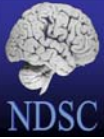
**Scope:** All TBIMS Centers and TBIMS Follow-up Centers, NDSC, NIDRR.

**Responsibilities:** The TBIMS, TBIMS Follow-up Centers, NDSC and NIDRR will abide by this policy and procedure.

**Policy and Procedure:**

**Committees Descriptions:**

**Executive Committee** – The purpose of this committee is to provide guidance to NIDRR and the TBIMS Project Directors regarding key issues facing the TBIMS and to establish regular communication with the director of NIDRR. This committee consists of the chairs or co-chairs of each of the standing Committees (Planning, Research, Data, Dissemination), the Director of the NDSC, the NIDRR TBIMS Program Manager, and the Executive Committee chair. The Executive Committee chair is elected by majority vote of the Project Directors from each TBIMS at the beginning of each grant cycle before the election of Committee chairs and co-chairs and serves for the 5 year grant cycle. The chair does not have to be a Project Director, but must be in a leadership role within a currently funded TBIMS center. To achieve broad representation from the funded centers, it is desirable to have no TBIMS Center with more than one representative on the



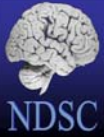
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Executive Committee. If two or more of the chairs of the standing committees are from the same TBIMS Center, then the co-chair(s) from one or more of the standing committee(s) will serve on the Executive Committee. The Executive Committee sets the agenda for the semi-annual Project Directors meetings. The chair of the Executive Committee chairs the semi-annual TBIMS Project Directors' Meetings.

**Strategic Planning Committee** – The purpose of this committee is to provide strategic, long-term planning for the TBIMS research endeavors, including collaboration with other programs and agencies outside and inside NIDRR. This also entails assisting with the development and direction of Significant Interest Groups among the TBIMS Centers. It leads the process of reviewing and recommending major revisions to the core National Database variables (adding and deleting variables) twice during a funding cycle. It is responsible for providing guidance on other significant issues related to the scope of the TBIMS such as National Database inclusion criteria, data quality targets, and oversight of new Standard Operating Procedures Manual (SOP). The Planning Committee consists of the Project Director from each TBIMS Center or a designated person from that center if the Project Director is absent. Each center carries a single vote.

**Data Committee** – The purpose of this committee is to oversee all issues related to data collection, management and quality for the TBIMS National Database. This includes setting and reviewing data quality targets and reporting to the Project Directors on issues relating to enrollment, follow-up, and missing data. This committee also reports to the Project Directors on concerns from data collectors/managers/center staff regarding data quality and collection (burden, complexity, reliability, etc). In addition, the Data Committee assists the NDSC with data coding and training issues. A subgroup of "Databusters" assists in the resolution of variable data collection issues that cannot be resolved by the Data Committee or the NDSC. The committee also proposes coding clarifications/changes to the Project Directors, coordinates with the NDSC on the use and development of software for data entry and reports, reviews all existing and new data error checks, and oversees data collection certification activities (Form I, Form II, DRS, CT scan). Coordination of piloting proposed variables is another responsibility.

**Research Committee** – The purpose of this committee is to foster research utilizing TBIMS data by facilitating collaboration and cooperation among TBIMS Centers and between external researchers and TBIMS Centers. With NIDRR's



input, the committee is responsible for developing the Notification Policy for researchers utilizing the national database (both TBIMS and external researchers), and for updating the policy as needed. The committee is responsible for reviewing requests by external investigators or organizations to use TBIMS data, as well as reviewing and providing feedback on module studies that are initiated by TBIMS Centers during the funding cycle, but have not undergone external peer review. Such module proposals will be reviewed by the research committee and then forwarded on to NIDRR staff for review. The Research Committee will also be responsible for overseeing solicitation of manuscripts eligible for the Rosenthal Research Award, and for reviewing and choosing papers for this award. Finally, the research committee will oversee discussion of variables recommended for pilot testing for addition to the national database as well as overseeing discussion of modification of existing variables to address research questions, with the goal of ensuring the scientific integrity of the data.

**Dissemination Committee** – The purpose of this committee is to expand upon past dissemination activities by reaching out to a broader community including consumers, local/state/national and international societies and interest groups involved in the treatment and care of individuals with TBI. It is the primary conduit to the Model Systems Knowledge Translation Center. It pursues and coordinates the development of special TBIMS-focused issues of relevant journals and TBIMS presentations at relevant conferences. It reviews and makes recommendations for revisions of the TBIMS slide show.

### **Formation and Function:**

The Executive and Planning Committees are formed as described above. For the Data, Research, and Dissemination Committees, each funded center has the option of appointing someone to the committee; the members need not be Project Directors, and representation can vary from one meeting to the next. However, each center is encouraged to designate one person to represent that center at committee meetings. Meetings are open and anyone can contribute to the discussion and recommend agenda items. Access to the committee listserve is open. However, each center represented on the committee has only one vote, which is also the case in web-voting. At the beginning of a new TBIMS grant cycle, each committee must appoint a chair and co-chair by majority vote of committee members. The committee chairs develop their meeting agendas (teleconference or in-person) and lead those meetings. The co-chairs take meeting minutes and function as the chair in the absence of the chair. The committees meet in-person at the semi-annual TBIMS Project Directors'



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Meetings and via teleconference at other times as needed. Other committee work is completed via committee listserves. Minutes from all meetings are posted on the NDSC website ([www.tbindsc.org](http://www.tbindsc.org)).

### **Modules:**

Modules are time limited studies involving more than one TBIMS Center and are generally observational in nature focused on a specific aspect of TBI. These studies generally start at the beginning of each new TBIMS grant cycle and are intended to conclude prior to the end of the same grant cycle. For the 2007-2012 grant cycle, each TBIMS proposed a module study as part of their TBIMS application, then a voting process was used to decide which modules would be chosen for implementation with the lead center being the one that had proposed the module. Each TBIMS Center was required to participate in at least one module study. Modules can also be implemented during the grant cycle. Please see SOP 700g - Peer Review of Module Projects (currently under review) for further detail on the internal module peer review process. Module data collection is supported by the NDSC. Each module has its own listserve.

### **Special Interest Groups:**

SIGs can be formed at any time and focus on topics of interest to TBIMS investigators. New SIGs will be allotted meeting slots at two consecutive Project Directors Meetings, after which time committees must have regularly scheduled conference calls (with documented minutes) to ensure continual progress outside of the Project Directors Meetings. The allocation of continued meeting time at semiannual meetings will be at the discretion of the Executive Committee.

### **Training requirements:**

None

### **Compliance:**

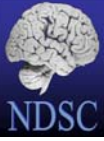
All TBIMS Centers, TBIMS Follow-up Centers, NDSC and NIDRR will comply with this policy and its procedures.

### **References:**

None

### **History:**

SOP drafted 9/14/09



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**Review schedule:**  
Every 5 years