

# School of Public Health and Preventive Medicine Research Governance Committee - Terms of Reference

## **Committee Name:**

The committee shall be known as the SPHPM Research Governance Committee.

## **Purpose:**

To support researchers at the School of Public Health and Preventive Medicine (SPHPM) in the conduct of high quality research.

## **Objectives:**

1. To ensure that accepted **procedures** are in place to meet ethical principles of good research practice. This will be achieved by:
  - a. keeping up to date with relevant laws and regulations and principles of risk management standards, guidelines and/or policies for conducting research
  - b. ensuring all staff receive an induction when they join SPHPM
  - c. ensuring that all new staff receive a copy of the Guide to Good Research Practice
  - d. ensuring that all studies conduct an annual self audit
  
2. To **improve** Good Research Practice in SPHPM. This will be achieved by:
  - a. evaluating the research governance framework that is in place
  
3. To oversee and facilitate **education** regarding the pertinent standards, guidelines and/or policies. This will be achieved by:
  - a. information for staff who may have questions regarding the conduct of research
  - b. education (in the form of short courses) in the conduct of clinical research
  
4. To monitor oversee and facilitate **compliance** with the pertinent standards, guidelines and/or policies.
  - a. auditing research projects
  - b. ensuring that all studies conduct an annual self audit
  
5. To make **recommendations** to the SPHPM Executive or other appropriate bodies in relation to matters under the purview of this committee.

## **Membership:**

Ex-Officio Members:

- a) Head of School (Prof John McNeil)
- b) Chair of SPHPM Research Committee (A/Prof Damien Jolley)
- c) SPHPM Research Manager (Dr Jayamini Illesinghe)
- d) Research Governance Officer (Acting: Mrs Marina Skiba)
- e) Doctoral Coordinator (Dr Elizabeth Douglas)
- f) Australasian Cochrane Centre (Ms Joanne McKenzie)
- g) Centre for Obesity Research and Education (Dr Leah Brennan)
- h) Department of Forensic Medicine (Prof Olaf Drummer/Prof Joan Ozanne-Smith)
- i) Department of Health Science (Prof Helen Keleher)
- j) The Jean Hale Foundation (Prof Jane Fisher)
- k) Women's Health (Prof Susan Davis/A/Prof Robin Bell)

Additional Members invited on to the committee due to their knowledge and experience:

- l) A/Prof Allen Cheng
- m) Prof Andrew Forbes

The Committee may consider membership of or make provision to co-opt someone who brings expertise in research or governance issues.

## **Chair of the Committee:**

- Position currently held by Marina Skiba.
- To be appointed by the Head of School for a duration determined by the Head of School.
- Meetings are convened by the Chair of the committee.

## **Secretary of the Committee:**

- Role to be fulfilled by the Research Governance Officer.
- Duties include:
  - preparing and distributing agendas, ensuring all necessary documents requiring discussion or comment are attached to the agenda
  - notifying committee members of meeting times, dates and locations
  - taking notes and preparing minutes of each meeting
  - distributing minutes to all committee members

## **Meeting Frequency:**

Monthly – Thursday mornings.

## **Quorum:**

A minimum of 4 members must be present to form a quorum.

## **Reporting relationships:**

The Research Governance Committee will report to the Head of School and the SPHPM Executive Committee via the Research Governance Officer.

**Key Performance Indicators:**

- Number of projects audited in a calendar year
- Percentage of studies which submit an annual self audit
- Percentage of new staff and students who have received induction within 2 months of starting with SPHPM
- Short courses being provided
- Related journal articles accepted for publication

**Terms of Reference Review:**

These Terms of Reference will be reviewed annually.

**Approved by:**

Head of School: \_\_\_\_\_  
Print Name Signature Date

Chair of Committee: \_\_\_\_\_  
Print Name Signature Date