

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

**Committee Name:**

The committee shall be known as the School of Public Health and Preventive Medicine (SPHPM) Research Governance Committee (RGC).

**Purpose:**

To support researchers and research students in SPHPM in the conduct of methodologically, sound and ethically rigorous research.

**Objectives:**

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

**Membership:**

Prof Sophia Zoungas (Chair)

Prof Robin Bell (Women's Health Research)

A/Prof Allen Cheng (Chair of Research Committee)

Rosanne Freak-Poli (HDR Co-ordinator)

Prof Richard Bassed (Dept of Forensic Medicine)

Prof Andrew Forbes (Research Methodology)

Dr Jayamini Illesinghe (Research Manager)

Prof John McNeil (Head of School)

Prof Malcom Sim (Occupational & Environmental Health Sciences)

Mrs Marina Skiba (Research Governance Officer)

A/Prof Robyn Woods (ASPREE)

Prof Danny Liew (Clinical Epidemiology)

Ms Joanne Dean (Health Services)

Dr Susannah Ahern (Data Safety Committee)

A/Prof Barbora de Courten (MICHRI)

HDR representative (observer)

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:**

- 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 Auditor.
- Duties include:
  - preparing and distributing agendas ensuring all relevant documents 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

**Quorum:**

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

**Reporting Relationships:**

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

**Key Performance Indicators:**

- Number of projects audited in a calendar year
- Percentage of studies with a submitted annual self-audit
- Percentage of new staff and HDR students who have received induction within 2 months of starting with SPHPM
- Short courses being provided
- Publications and/or presentations related to Research Governance

**Terms of Reference Review:**

These Terms of Reference will be reviewed annually.

**Approved by:**

Head of School:

Print Name

Signature

Date



JOHN McNEIC

8/8/18

Chair of Committee:

Print Name

Signature

Date



SOPIA ZOUNGAS

8/8/18

