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)

Version date: 24th April, 2018
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 Courtén (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:
  o preparing and distributing agendas ensuring all relevant documents are attached to the agenda
  o notifying committee members of meeting times, dates and locations
  o taking notes and preparing minutes of each meeting
  o 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.

Version date: 24th April, 2018
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: [Signature]  8/8/18
Print Name

Chair of Committee: [Signature]  8/8/18
Print Name

Version date: 24th April, 2018