

Research Governance Committee

Terms of Reference

1. Objective

The St John WA (St John) Clinical Services Director convenes a group known as the Research Governance Committee (RGC). The RGC is tasked with maintaining the research framework within St John. This committee, through the appropriate research governance structures is also responsible for approving both internal and external research applications that make use of St John data, or seek to conduct research that involves St John staff.

2. Research Governance

St John encourages research within the discipline of prehospital care. While supportive of research, it is important that the conduct of clinical research be encompassed within a structured research governance framework. This document outlines the process for facilitating, coordinating, reviewing, approving and monitoring clinical research undertaken within St John or by external researchers using St John data, or seeking to conduct research that involves St John staff.

3. Purpose of the Research Governance Committee

The RGC was established to review and provide advice on research being proposed or undertaken within St John or by external researchers using St John data, or seeking to conduct research that involves St John Staff.

4. Meeting Membership

The RGC shall be comprised of:

- a. St John Clinical Services Director;
- b. St John Clinical Services General Manager or St John Clinical Operations Manager;
- c. St John Executive Manager Education Services;
- d. St John Finance & Administration Director or Performance Manager;
- e. St John nominated paramedic (s);
- f. Prehospital, Resuscitation & Emergency Care Research Unit (PRECRU) Director and / or PRECRU Deputy Director
- g. Other academic researcher (s) with expertise in prehospital research;
- h. A Consumer / community representative; and

- i. Other representatives or advisors as required including the Ambulance Services Director and the Finance & Administration Director (both optional).

5. Role of Individual Committee Members

Committee members will provide their expertise to facilitate and encourage research being undertaken within St John, or involving St John data or staff.

The role of individual members of the RGC includes:

- a. Receive and review proposals to undertake research within St John or by external researchers using St John data, or involving St John staff;
- b. Provide feedback as to the applicability and impact of such research for St John;
- c. Determine priorities of research conducted within St John or by external researchers using St John data;
- d. Monitor progress and outcomes of research; and
- e. Inform the wider community of the planned and current research being undertaken within St John and by external researchers using St John data, or involving St John staff.

6. Payment for Meeting Attendance

External representatives may elect to be paid a sitting fee for attendance at the meeting.

This sitting fee can be paid to the attendee as a casual employee of St John or by sending an invoice to the Executive Assistant to the Clinical Services Director following the meeting. The committee member can elect not to be paid for their attendance or elect to donate the payment to a registered charity of their choice.

7. Meeting Quorum & Voting

A meeting may not transact any business unless a quorum is present. A quorum shall exist if there are a minimum of four (4) members in attendance, one of which must be the Clinical Services Director (or the Clinical Services General Manager as their proxy) and one researcher external to St John. Where a decision is required by way of a vote, each member shall have one (1) vote with the exception of the paramedic representatives who will hold a collective maximum of two (2) votes.

8. Meeting Chair Person

The Clinical Services Director will chair and convene the RGC meetings.

If the Clinical Services Director is not available to chair the meeting then the Clinical Services General Manager will be responsible for convening and conducting that meeting. In this instance, the Clinical Services General Manager will be referred to as the Acting Chair. The Acting Chair is responsible for informing the Chair of the salient points and decisions raised or agreed to at that meeting.

9. Agenda Items & Meeting Papers

All RGC agenda items and research proposals for the committee to consider are to be forwarded to the Executive Assistant to the Clinical Services Director by email using the Research email address research@stjohnambulance.com.au at least ten (10) working days prior to the next scheduled meeting.

Research proposals will not be considered if the proposer does not include completed copies of the Application to Conduct Research Form and Confidentiality Agreement. These can be accessed via the Clinical Research section of the St John website <https://www.stjohnambulance.com.au/about-us/clinical-research>

The application should address the following:

- a. Study title;
- b. Details of the study investigator (s) including name, qualifications, position and institution;
- c. Background of the research being proposed;
- d. Aims and objectives of the study;
- e. Methods;
- f. Data items required;
- g. Data management, storage and security;
- h. Funding;
- i. Significance of the project;
- j. Expected outcomes;
- k. Timelines; and
- l. Human Research Ethics approvals obtained or being sought.

The RGC agenda with attached meeting papers (including completed Application to Conduct Research Forms and Confidentiality Agreements) will be distributed to the committee at least five (5) working days prior to the next scheduled meeting by the Executive Assistant to the Clinical Services Director. These meeting papers will also include a copy of the minutes from the previous meeting.

10. Meeting Minutes

Meeting minutes must be produced for any meeting at which a quorum is present and business is transacted.

The minutes of each RGC meeting will be prepared by the Executive Assistant to the Clinical Services Director and will include, date, meeting venue, list of attendees and apologies along with details of the business conducted. This will include decisions made by the RGC and must be recorded in a manner that the decisions are clearly understood without reference to secondary documents.

Full copies of the minutes with any applicable attachments shall be provided to all RGC members no later than 14 working days following the meeting.

Out of session, decisions will be deemed acceptable. All out of session decisions shall be recorded in the minutes of the next scheduled RGC meeting.

The Clinical Services Director will update and defer to the Executive Directors of St John with any information transacted at RGC as appropriate

11. Research Approval

All research conducted within St John or by external researchers, using St John data or involving St John staff requires approval of the RGC. This includes any research being undertaken as part of an undergraduate or post graduate education program requiring access to St John staff, facilities or data.

The proposal will be reviewed by the RGC and referred to the Medical Policy Committee (MPC) if a change in clinical practice is proposed. The committee will make a recommendation as to whether each application should be approved or not. Additional information may be requested from the applicant to assist in making this decision.

If the proposal is approved by the RGC, the applicant will be notified as to whether the project has been approved and any conditions associated with this approval.

St John reserves the right to suspend or revoke approval at its discretion. The data released by St John is for the specific approved research only. Applicants must inform St John of any changes to the research proposal. The RGC reserves the right to approve applications out of session at its discretion.

12. Monitoring Research Updates

All projects approved will be entered into a research database and include the following information:

- a. Title of project;
- b. Name and contact details of the Chief Investigator and other investigators;
- c. Project start date;
- d. Project end date;
- e. Organisation providing ethics approval;
- f. Date annual report received;
- g. Date final report received; and
- h. Any additional notes.

All applicants of approved projects are to be advised that there is a requirement to submit an annual report that includes details regarding all publications or presentations emanating from the use of St John data. This report will be due at a time decided upon by the Clinical Services Director. This report will need to outline the projects performance to date as well as any issues that have arisen during the course of the project.

Any external approved projects will routinely be required to have a St John co-author to ensure validity of conclusions made concerning St John data.

At the completion of the project a final report is required outlining the findings of the study, a list of all publications and presentations, provisions for research data storage and security and requirements for ongoing access to the research data.

Any adverse event occurring during the research must be reported immediately to the St John Clinical Services Director. Approval to undertake research may be suspended or revoked on advice of the RGC.

13. Frequency of Meetings

The RGC shall meet up to four (4) times per calendar year when the Clinical Services Director feels that there is sufficient business for consideration.

Policy Administration		
Directorate:		Responsible Manager:
Clinical Services		Clinical Services Director
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	June 2019
Version:	Decision Reference:	Synopsis:
0	A/Prof Paul Bailey	Research Advisory Group ToR December 2016
1	A/Prof Paul Bailey	Research Advisory Group ToR March 2018
2	A/Prof Paul Bailey	Research Governance Committee ToR June 2018