

Metro South Addiction and Mental Health Services

Research Advisory Committee

Terms of Reference

PURPOSE

The purpose of the Research Advisory Committee (RAC) is to provide expert advice on the feasibility, methodology and appropriateness of research initiatives at Metro South Addiction and Mental Health Services (MSAMHS).

The RAC will work in collaboration with the Learning Development Committee and the Therapies Oversight Committee to ensure a comprehensive and integrated approach to research, education and clinical excellence.

AUTHORITY

The Committee is authorised to review, support or oppose research initiatives involving MSAMHS staff, patients and /or facilities.

The RAC functions as part of the Research and Learning Network.

GUIDING PRINCIPLES

Research activity in MSAMHS will demonstrate:

- Patient Centred and Recovery Oriented – research activities should enable enhancement of patient centred and recovery oriented practice
- Acceptability and Accessibility – an appropriate range of evidence based interventions should be readily accessible
- Effectiveness – appropriate research methodologies
- Efficiency – cost and time effective strategies
- Equity

The Research Advisory Committee will operate under the following principles:

1. Transparency
2. Impartiality in review process
3. Confidentiality
4. Encourage Research community participation
5. Expertise sharing
6. Quality and excellence
7. Efficiency

FUNCTIONS

1. Undertake peer review of research protocols
2. Provide advice and recommendations regarding research methodologies
3. Identify opportunities for partnership both within and outside of MSAMHS
4. Ensure no duplication in research activity
5. Identify risks and recommend strategies regarding budget, human resources and strategy

REPORTING

The RAC will report to the MSAMHS Executive Committee through the Executive Sponsor. Reporting will be on an annual basis by the Chair. A copy of the report will also be provided to the Executive Leadership Committee for information.

Minutes will be distributed to the Learning Development Committee and the Therapies Oversight Committee after each meeting.

MEMBERSHIP

Membership will be based on research and clinical expertise

Executive Sponsor: Director of Clinical Services, MSAMHS

Chair: Director of Research, MSAMHS

Members:

- Research Project Coordinator
- Research Fellow
- Consumer / Carer Representative
- Clinical Governance Team Leader
- Registrar/PHO
- Research and Learning Network Manager
- Any other member may be appointed by the Chair – being a person who has significant involvement in a current research project at MSAMHS

Proxies:

As nominated by members and approved by the Chair

OTHER PARTICIPANTS

As approved and invited by the Chair.

OUT-OF-SESSION PAPERS

Business may be progressed out of session by the Chair. Research project outlines/proposals are to be submitted to the Secretariat for RAC out of session review.

CONFLICT OF INTEREST

To meet the ethical obligations under the Public Sector Ethics Act 1994, Committee members must declare any conflicts of interest whether actual, potential, apparent, or appear likely to arise, and manage those in consultation with the Chair.

Conflict of Interest will be confirmed at each sitting.

CONFIDENTIALITY

Members of the Committee may, from time to time, be in receipt of information that is regarded as 'commercial in confidence', clinically confidential or having privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

GUIDELINES

The Guideline for Peer Review of Research Proposals has been developed based on the NS1.1 - NHMRC National Statement on Ethical Conduct in Human Research (2007) (Updated May 2015) to support consistent peer review to national standards.

SECRETARIAT

Support will be provided by the Research Project Coordinator.

MEETING SCHEDULE

- The Committee shall meet at least two (2) times a year. Out of session peer reviews shall be conducted via:
 - Research Project Co-ordinator electronically distributing items for peer review to Chair
 - Chair nominating peer review officers
 - Research Project Co-ordinator distributing items for peer review to identified members
 - Research Project Co-ordinator collating peer reviews for response to Chief Investigator
- The Chair shall preside at all meetings. However, in the event of his/her absence, the Executive Sponsor will nominate an interim Chair.

REVIEW

The Terms of Reference will be reviewed annually.

COMMITTEE INTERFACE/COMMUNICATION BETWEEN COMMITTEES

The Executive Sponsors and Chairs of the Learning Development Committee, Research Advisory Committee and the Therapies Oversight Committee shall meet annually to ensure a comprehensive and integrated approach to research, education and clinical excellence.

REFERENCES

- MSAMHS Strategic Plan 2014-2017
- NHMRC National Statement on Ethical Conduct in Human Research (2007) (Updated May 2015)
- The Declaration of Helsinki
- Guidance on Good Clinical Practice

Guideline for Peer Review of Research Proposals

As per NS1.1 - NHMRC National Statement on Ethical Conduct in Human Research (2007)
(Updated May 2015)

Research that has merit is:	Peer Comment
(a) justifiable by its potential benefit, which may include its contribution to knowledge and understanding, to improved social welfare and individual wellbeing, and to the skill and expertise of researchers. What constitutes potential benefit and whether it justifies research may sometimes require consultation with the relevant communities	
(b) designed or developed using methods appropriate for achieving the aims of the proposal	
(c) based on a thorough study of the current literature, as well as previous studies. This does not exclude the possibility of novel research for which there is little or no literature available, or research requiring a quick response to an unforeseen situation	
(d) designed to ensure that respect for the participants is not compromised by the aims of the research, by the way it is carried out, or by the results	
(e) conducted or supervised by persons or teams with experience, qualifications and competence that are appropriate for the research	
(f) conducted using facilities and resources appropriate for the research	