

PETER MACCALLUM CANCER CENTRE DIVISIONAL REVIEW PANELS

TERMS OF REFERENCE

CONTEXT

The Peter MacCallum Cancer Centre Human Research Ethics Committee (HREC) is constituted in accordance with the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research 2023* (and as amended) (*National Statement*).

The HREC is supported by sub-committees and review panels. The sub-committees and review panels each have their own terms of reference and operate within those terms.

STATEMENT OF PURPOSE

The Divisional Review Panels act as sub-committees of the HREC.

The Divisional Review Panels have been established to assist the HREC to provide proportionate review of lower risk human research projects in accordance with the *National Statement* values of research merit and integrity, justice, beneficence, and respect for human beings.

The review scope of the Divisional Review Panels is limited to lower risk research projects which are a chart/database review of Peter Mac patient data by Peter Mac staff. Research providing data to other organisations or obtaining data from other organisations will not be reviewed by the Divisional Research Panels.

The Divisional Review Panels can evaluate and recommend approval, request modification, reject, or withdraw approval of these lower risk research projects.

FUNCTIONS

Per delegation from the HREC:

- a) Consider research proposals submitted for consideration for compliance with *National Statement* values of research merit and integrity, justice, beneficence, and respect for human beings.
- b) Refer to the HREC for review any projects considered to have more than low risk per *National Statement* Chapter 2.1.
- c) Review and approve amendments to approved projects.
- d) Refer to the HREC ethical issues related to the conduct of research projects approved by the Divisional Review Panels.
- e) Delegate to individual panel members and administrative staff the review of appropriate items; including project amendments.

MEMBERSHIP

The members of the Panel will comprise of:

- a) Two reviewers, at least one with prior research experience of the specific area of study
- b) Panel conveners may co-opt individuals with specific research expertise as required for review.

Reviewers are not remunerated for their services to the panels.

Secretariat services are provided by the Division/Department convening the Panel and by the Human Research Ethics & Governance office.

ATTENDEES

Researchers and research project teams can request to discuss project related matters with the reviewers.

CONVENOR

Relevant Division/Department or the Human Research Ethics & Governance office

MEETING FREQUENCY

Meetings can be held as required. Reviews can be carried out offline as required.

QUORUM

A quorum shall consist of two reviewers.

CONFLICTS OF INTEREST

Members are required to declare any actual or potential conflict of interest they might have in relation to items under review. If reviewer is conflicted, a replacement is appointed.

FEES

Fees are charged for review per fee schedule published on the Peter MacCallum Cancer Centre website.

REVIEW

The Terms of Reference are reviewed by the Manager, Human Research Ethics & Governance bi-annually.

The operation of the Divisional Review Panels is reviewed annually by the Manager, Human Research Ethics & Governance.

REPORTS TO

Peter MacCallum Cancer Centre Human Research Ethics Committee