



Peter Mac

Peter MacCallum Cancer Centre
Victoria Australia

DIVISIONAL REVIEW PANELS

Terms of Reference

CONTEXT

The *NHMRC National Statement on Ethical Conduct in Human Research 2007* (updated 2018) recognises that institutions should have procedures indicating which activities require review by their Human Research Ethics Committees (HREC). Additionally, the *National Statement* provides guidance on assessment of risk, and establishes categories of 'low risk research' and 'negligible risk research'. The *National Statement* authorises the delegation of authority by HRECs for review of low risk research and exempts some negligible risk research from ethical review. Quality assurance and evaluation activities may require ethical review if they contain triggers for consideration of ethical review as listed in *NHMRC Ethical Considerations in Quality Assurance and Evaluation Activities (2014)*.

For review of these activities, the Peter MacCallum Cancer Centre (Peter Mac) Human Research Ethics Committee (HREC) delegates its reviewing authority to the Low and Negligible Risk Research Review – Ethical Review Committee (LNRR-ERC) and Divisional Review Panels.

STATEMENT OF PURPOSE

The Divisional Review Panels are a sub-committees of the Peter Mac HREC.

The Divisional Review Panels have been established to review projects in accordance with the *National Statement*:

- ensuring that projects are conducted according to appropriate standards and guidelines
- evaluating and recommending approval of or rejecting applications

FUNCTIONS

The Divisional Review Panels shall:

- Encourage high quality low and negligible risk research at the Peter MacCallum Cancer Centre;
- Review and, as appropriate, approve or reject projects submitted for review and any changes thereto;
- Ensure that projects submitted for review comply with relevant research policies, guidelines and legislation;
- Ensure that projects submitted for review are designed and conducted to meet relevant scholarly and scientific standards: considering study design, patient eligibility, consent processes and other scientific, statistical and resource issues relative to proposed projects;

On behalf of the Divisional Review Panels the Human Research Ethics & Governance office shall:

- Monitor the conduct of approved projects;
- Refer any projects identified as involving more than low risk to the Peter Mac HREC; and
- Advise the Peter Mac HREC of the outcome of the Divisional Review Panel considerations.

For more information refer to [GUIDELINE004 Divisional Review](#).

Prepared by Human Research Ethics & Governance

Approved by Manager, Human Research Ethics & Governance

Divisional Review Panels: Terms of Reference

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REVIEW

The Terms of Reference are reviewed by the Divisional Review Panels bi-annually.

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

MEMBERSHIP

The members of the Panel will comprise of:

- a) Chair: A senior clinical researcher shall act as the Chair (or nominate a delegate)
- b) A clinician researcher
- c) A representative with prior research experience of the specific area of study
- d) Proxy members are acceptable and panel Chairs may co-opt individuals with specific research expertise as required for review.

Divisional Review Panel member appointments are reviewed at least every three years.

Secretariat: Administrative support is provided to the Divisional Review Panel by the Division/Department convening the Panel and by the Human Research Ethics & Governance office.

CONVENOR

Chair of the Divisional Review Panel

MEETING FREQUENCY

Meetings are held as required.

QUORUM

Projects must be reviewed by a minimum of two of the members.

The Chair (or their delegate) will determine if there is sufficient representation to make an appropriate decision.

REPORTS TO

Peter MacCallum Cancer Centre Human Research Ethics Committee

RELEVANT DOCUMENTS

POLICY 21.1.1 Responsible Conduct of Research
SOP001 Ethics Committee
SOP004 Monitoring of Ongoing Research
Guideline002 Ethical Review Pathways and Submission Requirements
Guideline004 Divisional Review
NHMRC National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)
NHMRC Ethical Considerations in Quality Assurance and Evaluation Activities 2014

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