



**Peter Mac**

Peter MacCallum Cancer Centre  
Victoria Australia

**LOW and NEGLIGIBLE RISK RESEARCH  
REVIEW – ETHICAL REVIEW COMMITTEE**

**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 LNRR-ERC is a sub-committee of the Peter Mac HREC.

The LNRR-ERC has 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 LNRR-ERC 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 or amendments 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;
- 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 LNRR-ERC considerations.

For more information refer to *GUIDELINE004 Low and Negligible Risk Research Ethical Review*.

Prepared by Human Research Ethics & Governance

Approved by Manager, Human Research Ethics & Governance

Peter Mac Low and Negligible Risk Research – Ethical  
Review Committee: Terms of Reference

Approved: January 2020  
Review: January 2022

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## **REVIEW**

The Terms of Reference are reviewed by the LNRR-ERC bi-annually.

The effectiveness of the LNRR-ERC is reviewed annually by the Manager, Human Research Ethics & Governance.

## **MEMBERSHIP**

The members of the Committee will comprise of:

- a) A Chair: The Human Research Ethics & Governance representative on the LNRR-ERC shall act as the Chair (or nominate a delegate)
- b) Two or more representatives from across Peter Mac's Clinical Divisions e.g. from Cancer Nursing, Allied Health, Familial Cancer Centre, Radiation Therapy
- c) One or more Community Representatives
- d) Proxy members are acceptable and the Chair may co-opt individuals with specific research expertise as required for review. Members unable to attend a particular meeting should arrange for a suitable replacement to attend in their place.

LNRR-ERC member appointments are reviewed at least every three years.

Attendees: Human Research Ethics & Governance office staff will attend meetings and provide administrative support to the LNRR-ERC.

## **CONVENOR**

Chair of the LNRR-ERC.

## **MEETING FREQUENCY**

Meetings are held monthly except in January. Additional meetings may be held as required.

## **QUORUM**

A quorum of the LNRR-ERC shall be four members, one of whom must be the Chair (or their delegate).

The Chair 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

Guideline003 Low and Negligible Risk Research Ethical Review

NHMRC National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)

NHMRC Ethical Considerations in Quality Assurance and Evaluation Activities 2014

## **END OF DOCUMENT**