

Peter MacCallum Cancer Centre

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**Peter Mac**

Peter MacCallum Cancer Centre
Victoria Australia

From: Peter MacCallum Cancer Centre (Peter Mac) Human Research Governance Office (RGO)
To: Projects issued authorisation by Peter Mac RGO to be conducted at Peter Mac
Date: 30 March 2020
Re: **Human Research Projects COVID Contingency Plan**

The Peter MacCallum Cancer Centre Research Governance office accepts and endorses the COVID-19 advice of the reviewing HREC for all projects. This advice should be provided to your project sponsor. **This advice will be updated as required.**

The safety of research participants and staff is our priority. The Research Governance office expects that researchers and sponsors put the person first and manage this situation in a pragmatic manner while maintaining trial participant safety.

For the advice of the Peter Mac HREC as reviewing HREC, see the information in the Peter Mac HREC memo dated 30 March 2020 or subsequent update. These can be found at <https://www.petermac.org/research/doing-research-us/ethics-governance>

For all other reviewing HRECs, consult the advice issued by that reviewing HREC and/or consult the office of the reviewing HREC.

The Investigator must regularly review the advice of their institution when deciding what actions are required. In many cases this will result in projects being on hold to reduce participant and staff exposure to COVID-19 and to reduce impact on hospital resources.

Submissions to the Peter Mac Research Governance office:**1. Projects where the reviewing HREC is Peter Mac HREC**

- Clinical Trials: Any approval from Peter Mac HREC is endorsed by and serves as authorisation from the Peter Mac Research Governance office.
- Other Research: Any submissions made to Peter Mac HREC also serve as submission to the Research Governance office.
- All Projects: All existing governance reporting requirements continue without change per existing Guideline001. See <https://www.petermac.org/research/doing-research-us/ethics-governance/post-approval>

2. Projects where the reviewing HREC is another HREC

- All Projects: Please notify the Peter Mac Research Governance office of all projects put on hold/recruitment hold. It is preferred that a single notification is submitted per department/organisation/trial unit that lists all projects. There is NO requirement to provide notification within a set timeframe, unless a safety reporting requirement would be triggered by

the hold/recruitment hold. If no safety reporting requirement is triggered by the hold/recruitment hold, please submit the notification when the listing has been collated.

- All Projects: Please notify the Peter Mac Research Governance office regarding measures introduced in response to COVID-19 to reduce unnecessary contact and travel. There is NO requirement to provide notification within a set timeframe, unless a safety reporting requirement would be triggered or an amendment was required by the reviewing HREC. Please also submit the advice of the reviewing HREC together with any HREC acknowledgements or approvals (if they were required by the HREC). If no safety reporting requirement was triggered or no amendment was required by the reviewing HREC, it is preferred that a single notification is submitted per department/organisation/trial unit that lists the trials and a general description of the measures implemented. Please submit the notification when the listing has been collated.
- All existing governance reporting requirements continue without change per existing Guideline001. See <https://www.petermac.org/research/doing-research-us/ethics-governance/post-approval>

Should you have any questions please contact the Human Research Ethics & Governance office: ethics@petermac.org. Submission guidelines, forms and standard operating procedures are available on the ethics website: www.petermac.org/research/doing-research-us/ethics-governance

Kind regards,



Dr Dianne Snowden
Manager, Human Research Ethics & Governance

The Peter MacCallum Cancer Centre Human Research Ethics Committee and its subcommittees are organised and operate in accordance with the National Health and Medical Research Council's (NHMRC) National Statement on Ethical Conduct in Research Involving Humans (2018), and all subsequent updates, and in accordance with the Note for Guidance on Good Clinical Practice (CPMP/ICH/135/95) and the Health Privacy Principles described in the Health Records Act 2001 (Vic) and Section 95A of the Privacy Act 1988 (and subsequent Guidelines).