

1 ACCOUNTABILITY

The Out of Session Review Panel (OOS) is a panel of the Peter MacCallum Cancer Centre Human Research Ethics Committee (HREC).

2 MEMBERSHIP

2.1 Minimum Membership

Chair, Clinical Research Committee (CRC)

or

Chair, Tissue Research Management Committee (TRMC)

and

Members of CRC, TRMC or HREC with appropriate research expertise for the matter(s) under consideration.

2.2 Chair

The OOS Chair is either the CRC or TRMC Chair depending on the matter(s) under consideration.

2.3 Attendees

Panel member appointments are reviewed at least every three years as part of their membership of the CRC and TRMC Committee.

Members unable to participate in a particular meeting should arrange for a suitable replacement to participate in their place.

The Committee may co-opt other members. The Ethics Committee Secretariat will provide administrative support to the Chair.

3 REVIEW

Reviews are performed monthly, between scheduled CRC/TRMC/HREC meetings, except in January.

A quorum is determined by the Chair, with consideration to ensuring avoidance of conflict of interest and ensuring appropriate expertise is available to fully consider the matter(s) before the Panel.

4 ROLES AND RESPONSIBILITIES

The role of the OOS panel is to provide an opportunity for review of and approval via delegation of:

- amendments to ethically approved research projects; and
- responses from researchers to feedback and queries from the CRC and/or TRMC and/or HREC.

It is the responsibility of the OOS panel to:

- evaluate whether amendments to research projects submitted for review are designed and conducted to meet relevant scholarly and scientific standards;

Prepared by Human Research Ethics Coordinator

Approved by Out of Session Panel Chairs Tissue Research Management Committee
Clinical Research Committee

- evaluate whether amendments to research projects submitted for review are designed and conducted to meet the requirements of the National Statement;
- ensure that amendments to research projects comply with relevant research policies, guidelines and legislation;
- evaluate whether responses from researchers to committee queries satisfactorily address the query and meet relevant scholarly and scientific standards;
- evaluate whether responses from researchers to committee queries satisfactorily address the query and meet the requirements of the National Statement; and
- ensure that responses from researchers to committee queries comply with relevant research policies, guidelines and legislation.

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