

Research Advisory Group

Terms of Reference

Objective

Establishes the framework that supports the research within St John Ambulance Western Australia (SJA-WA) (or the use of SJA-WA data by external researchers) through the appropriate research governance structures.

Research Governance

St John Ambulance has been involved in numerous clinical research studies and encourages research within the discipline of pre-hospital care. While supportive of research, it is important that the conduct of clinical research be encompassed within a structured research governance framework. Accordingly this document outlines the process for facilitating, co-ordinating, reviewing, approving and monitoring clinical research undertaken within St John Ambulance (WA) or by external researchers using SJA-WA data.

Research Advisory Group

A Research Advisory Group (RAG) has been established to review and provide advice on research being proposed or undertaken within St John Ambulance WA or by external researchers using SJA-WA data. The group will consist of the following members:

- The SJA(WA) Clinical Services Director - CHAIR
- The SJA(WA) Executive Manager of Clinical Governance
- The SJA(WA) Executive Manager of Education
- The SJA(WA) General Manager, Performance and Planning
- SJA(WA) nominated paramedic (s)
- A consumer / community representative.
- Academic researcher(s) with expertise in prehospital research
- Other persons as co-opted on the recommendation of the Chair.

Quorum

A meeting may not transact any business unless a quorum is present. A quorum shall be a minimum of four (4) members, one of which must be the Clinical Services Director or their proxy, and one external researcher, Where a decision is required by way of vote, each member shall have one vote with the exception of paramedic representatives who will hold a collective maximum of two (2) votes.

Role

- Facilitate and encourage research being undertaken within St John Ambulance WA.

- Receive and review proposals to undertake research within St John Ambulance WA or by external researchers using SJA-WA data.
- Provide feedback as to the applicability and impact of such research for St John Ambulance WA.
- Determine priorities of research conducted within SJA-WA or by external researchers using SJA-WA data.
- Monitor the progress and outcomes of research.
- Inform the wider community of the planned and current research being undertaken within St John Ambulance (WA) and by external researchers using SJA-WA data.

Operating Procedure

a) Approving research

All research conducted within SJA or by external researchers using SJA-WA data requires approval of the SJA-WA Research Advisory Group. This includes any research being undertaken as part of an undergraduate or postgraduate education program requiring access to SJA (WA) staff, facilities or data.

A research application and full copy of the research proposal is forwarded to the Chair of the Research Advisory Group. (research@stjohnambulance.com.au).

The proposal should address the following headings:

- Study Title
- Details of the study investigator(s) – name, qualifications, position, institution
- Background to the research being proposed
- Aims and objectives
- Methods
- Data items required
- Data management, storage and security
- Funding
- Significance of the project
- Expected outcomes
- Timelines
- Human Research Ethics approvals obtained or being sought.

The proposal will be reviewed by the RAG (and the MPC if a change in clinical practice is proposed) and a recommendation made as to whether the project should be approved. Additional information may be requested from the applicant to assist in making this decision.

If the proposal is approved by the RAG, the applicant is then notified as to whether the project has been approved and any conditions associated with such approval. SJAWA reserves the right to suspend or revoke approval at its discretion. The data released by SJAWA is for the specific research approved only. Applicants must inform SJAWA of any fundamental changes to the research proposal.

The Research Advisory Group reserves the right to approve applications out of session at its discretion.

b) Monitoring research projects

All projects approved will be entered into a research database and include the following data items:

- Title of the project.
- Name and contact details of the Chief Investigator and other investigators.
- Project start date.
- Project end date.
- Organisation providing ethics approval.
- Date annual report received.
- Date final report received.
- Any additional notes

An annual report will be provided by the Chief Investigator briefly outlining the project's progress to date, listing any publications and / or presentations as well as any issues that have arisen during the course of the project. This report is required every 12 months during the course of the project.

At the completion of the project a final report is required outlining the findings of the study, a list all publications and presentations, provisions for research data storage / security and requirements for ongoing access to the research data.

Any adverse event occurring during the research must be reported immediately to the Chair of the Research Advisory Group.

Approval to undertake research may be suspended or revoked on advice of the Research Advisory Group.

Meeting Administration and Governance

Meeting Schedule

Meetings will be held at least quarterly. Where sufficient business is required to be transacted, the Chairperson may determine to call additional meetings as necessary.

Agenda

Research proposals and other business for the committee to consider must be provided to the Chair at least 10-working days prior to the meeting date (unless otherwise approved by the Chairperson). The Chairperson determines the agenda for meetings. The Agenda and supporting papers will be distributed to the members at least five-working days prior to the meeting date.

Meeting Minutes

Meeting Minutes must be produced for any meeting at which a quorum is present and business is transacted. Minutes shall generally include: Date, meeting venue, time commenced and concluded, list of attendees and apologies, details of the business transacted. Specifically the



decisions made by the Research Advisory Group which must be recorded in a manner that the decisions are clearly understood without reference to secondary documents.

The meeting minutes are to be presented to the next meeting of the Research Advisory Group where they are to be reviewed and, as appropriate, resolved as confirmed.

The Clinical Services Director (Chair) will update Executive Directors of St John Ambulance as appropriate.

Amendments ratified at meeting 5 December 2016