

SONMS RESEARCH REVIEW AND ETHICS SCREENING COMMITTEE

Terms of reference

1. To promote research quality by scientifically reviewing all research projects, and all practice/education development projects which have a research component, proposed by members of staff and students in SONMS.
2. To assess the resource implications of research studies proposed by SONMS staff and make recommendations to the Head of School as to whether these should receive institutional support¹.
3. To approve the assessment of costings included in all proposals being prepared for submission to grant awarding bodies.
4. To screen all SONMS staff and student research proposals which plan to involve human participants and direct these towards either an NHS or a non-NHS route to final ethical approval.
5. To verify that all research which involves SONMS staff in their capacity as collaborators in projects led by researchers in other institutions, or in their capacity as students of other higher education institutions, has been subject to ethical review.
6. To approve access to SONMS staff, students and resources for the purposes of data generation.
7. To maintain:
 - (a) a record of proposals received and decisions made;
 - (b) a system for determining that directions to researchers with respect to requirements for ethical scrutiny have been followed;
 - (c) and develop intelligence of grant awarding bodies;
 - (d) a database of SONMS staff and external experts prepared to act in advisory capacities to support the development of proposals for external funding;
 - (e) and develop intelligence of University and NHS mechanisms for the processing of research proposals;
 - (f) SONMS guidance on developing a research proposal.
8. To report to the SONMS Research Committee, and thus to the School Board.
9. To inform the Cardiff University and the SONMS Research Ethics Committees of any changes in the ethical codes of professional and other relevant bodies in

¹ RRESC does not have the responsibility to assess the resource implications of practice or education development projects.

the nursing, midwifery and health visiting domain, in order that the University's procedures remain valid.

10. To produce reports at the request of the University Research Ethics Committee.

11. To review all proposals for internally published reports and make recommendations thereon to the School Research Committee.

Composition

Head of School (*ex officio*)

Director of Research (*ex officio*)

School Ethics Officer (*ex officio*)

Director of Postgraduate Studies (Taught) (*ex officio*)

Director of Postgraduate Studies (Research) (*ex officio*)

Director of Organisational Development (*ex officio*)

Director for Quality Enhancement (*ex officio*)

Director of External Relations, Learning and Teaching (*ex officio*)

Research Programme Leaders (*ex officio*)

Six nominated representatives from the School, each with proven expertise in the review of research

Other members of SONMS staff who may from time to time be invited, by virtue of their possession of particular expertise in the review of research, to join RRESC in a co-opted capacity

Chairperson: Nominated by the Head of School and appointed by the School Board

Secretary: Executive Officer: Research Administration

Quorum: The nearest higher whole number to one-third membership

Substitutes: *Ex officio* members may arrange for substitutes to attend in their places if they are unable to attend a meeting.

Tenure: All *ex officio* members shall be members by virtue of their post or role and tenure will be ongoing whilst that post or role is in existence. All elected or appointed

members are members for a period of two years. Where any elected or appointed member leaves or resigns, any casual vacancy so created shall be filled for the balance of that period of office. Subject to the provisions of the Charter and Statutes all periods of office shall begin, or be deemed to begin, on the first day of August of the calendar year of appointment. Members shall not be eligible to serve for more than two consecutive terms in the same capacity.

Frequency of meetings: Annually. In addition to meeting at previously-determined and advertised times RRESC will also operate in a responsive, ‘as required’, mode. This will enable researchers to obtain initial guidance in a timely fashion when, for example, delay might prevent opportunities to acquire external research funding. The Chair of RRESC will be responsible for convening a responsive mode committee from the committee membership on a rotating basis.

When operating in responsive mode at least three members of RRESC are required to give their opinion as to the scientific quality of proposals. Ethics screening, which involves determining whether studies follow an NHS research ethics committee or SONMS route to final ethical approval, can be undertaken by a single member of RRESC.

Procedures: RRESC will provide written information about its procedures and terms of reference for all members of the School, and will carry out its work in accordance with its publicised procedures.

Proposals will be accepted by RRESC in a number of formats. Proposed NHS research can be forwarded to RRESC using the format required by NHS Research Ethics Committees. Proposed non-NHS research can be forwarded using the format specified by the SONMS Research Ethics Committee. In all cases, sufficient information should be provided to permit RRESC to make its decisions.

Full records of the decisions of the School RRESC will be minuted. The records will be kept by the Chair and be reported to the School Research Committee

Applicants for project approval (or their supervisors) or are also members of RRESC will not take part in assessing these applications.