

**CARDIFF UNIVERSITY**  
**School of Nursing & Midwifery Studies**



**The role of the School Ethics Officer**

**1. What is this document about?**

Cardiff University requires all Schools to appoint a named member of staff to act as the designated officer with responsibility for the ethical review of research with humans on behalf of the School (a 'School Ethics Officer'), who can provide support, information and advice to all members of that School.

This document outlines the role and remit of the SONMS' Ethics Officer (SEO).

**2. Who should read this document?**

This document should be read by:

- members of staff in SONMS proposing human subject research projects;
- members of staff in SONMS acting as supervisors for students proposing human subject research projects as part of their studies;
- students in SONMS proposing human subject research projects as part of their studies;
- members of staff and students seeking information and support during the preparation of research proposals.

**3. What are the responsibilities of the School's SEO?**

The responsibilities of the SONMS SEO include:

- (a) ensuring that there are effective mechanisms via the School Research Committee to bring any policy, guidelines or procedures developed with or through the University Research Ethics Committee, the School Research Ethics Committee and the School Research Review and Ethics Screening Committee to the attention of staff and students for whom the School is responsible. These mechanisms must make it clear that it is a University requirement that these policies, guidelines and procedures are followed;
- (b) keeping School ethical issues in research under review;
- (c) managing and monitoring the procedures in practice;
- (d) ensuring that appropriate records of applications, decisions and practices are made and kept by the School;
- (e) reporting to the Head of School as appropriate;
- (f) reporting to the School through an appropriate forum, such as the School Board;
- (g) reporting on an annual basis on behalf of the School to the University Research Ethics Committee;
- (h) conducting a three yearly review of School ethical procedures and reporting on behalf of the School to the University Research Ethics Committee;
- (i) eligibility for membership of the University Research Ethics Committee.

#### **4. How is ethical review managed in the School?**

Procedures for the ethical review of staff and student research in SONMS have been produced by the School Research Review and Ethics Screening Committee (RRESC) and the School Research Ethics Committee. RRESC has produced a number of documents which should be read carefully by staff and students preparing research proposal applications for ethics review. These are:

- *SONMS – Research Ethics Guidance for Staff and Students*
- *RRESC – Outline of Functions and Overview of Procedures*

These can be downloaded from the RRESC website:

<http://www.cardiff.ac.uk/sonms/research/peerreview/>

#### **5. Who is the School's SEO and where can they be contacted?**

The SEO in SONMS is Dr Ben Hannigan, who can be contacted at:

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