

Date of Revision:	March 2026
Revised by:	Professor John McNeil, Chair, Ethics Committee
Review Date:	December 2026
Authorised by:	Bayside Health Chief Executive

Research Review Committee (Sub-committee of the Alfred Hospital Ethics Committee)

Statement of Purpose:

The Research Review Committee shall carry out the functions of a Sub-committee of the Alfred Hospital Ethics Committee, an institutional ethics committee consistent with those set out in the NHMRC National Statement on Ethical Conduct in Human Research (2023) and subsequent revisions.

1. Terms of Reference

The Research Review Sub-committee shall make recommendations to the Alfred Hospital Ethics Committee after consideration of:

- the scientific validity of proposed research projects;
- the safety of research participants;
- the accuracy and appropriateness of information provided to research participants;
- the report of an independent expert reviewer, when commissioned for appropriate studies;
- the adequacy of the analytical methods related to proposed research projects;
- the need to refer applications to the Clinical Innovations Committee;
- the need to refer to, or seek advice from, the Genetically Modified Organisms (GMO) Advisory Committee.

Other committees, sub-committees or individuals may assist the Sub-Committee by providing advice and recommendations.

Changes in these terms of reference shall be reviewed and approved by the Chief Executive.

2. Composition and membership

- 2.1 The Chair of the Alfred Hospital Ethics Committee shall appoint members of the Sub-committee for a 12-month period. Renewal of appointment is at the discretion of the Chair.
- 2.2 Each year the Chair of the Alfred Hospital Ethics Committee shall appoint a Chair of the Sub-committee.
- 2.3 Members must have extensive clinical research experience relevant to the type of research to be considered by the subcommittee.
- 2.4 Members will typically have an affiliation with Bayside Health but non-affiliated members may be considered as appropriate.

- 2.5 Members of the Ethics Committee with relevant expertise are also appointed as ex officio Members of the Research Review Sub-committee.
- 2.6 The Secretariat is also in attendance at the meeting.
- 2.7 Recruitment of new members:
- New members are typically to be recruited internally by referral or expressions of interest.
 - Prospective members are required to undergo an interview by the Chairs of the Sub-committee and the HREC
 - New members are to serve a trial period of three months, unless the Chair deems otherwise, before being appointed as full members.
 - On the recommendation of the Chair of the Sub-committee and the Chair of the Ethics Committee, members of the Sub-committee may be appointed to the Alfred Hospital Ethics Committee.

3. Meetings

- 3.1 The Sub-committee will meet at least 12 times each year.
- 3.2 By invitation of the Chair, others may attend for all or part of one or more meetings of the Sub-committee, in an advisory capacity, or as an observer (by prior arrangement).
- 3.3 A majority of Sub-committee members present shall constitute a quorum.
- 3.4 Members will be assigned to be a primary or a secondary reviewer of individual projects.
- 3.5 Members will be remunerated for attendance at all or most of each meeting

4. Accountability of the Sub-committee

The Sub-committee:

- 4.1 via the Chair, is accountable to the Chair of the Alfred Hospital Ethics Committee.

5. Sub-committee Procedures

- 5.1 An agenda that includes appropriate documentation to inform the Sub-committee and support decision making will be circulated before each meeting to ensure that members have time to consider the contents and raise questions they may have before the meeting date.
- 5.2 A complete record of proceedings of each meeting of the Sub-committee will be retained. The notes of each meeting will be made available to the Alfred Hospital Ethics Committee.
- 5.3 The requirements of a quorum are met when members are given the opportunity to review the studies and provide comments out of session for consideration at the meeting.

6. Relationship to other processes of research review

To assist the Sub-committee in its work, the following committees and delegates of the Sub-committee may provide advice, recommendations and/or decisions:

Committees:

- Alfred Hospital Ethics Committee

- Clinical Innovations Committee
- Genetically Modified Organisms (GMO) Advisory Committee
- Others as deemed necessary.

Delegates:

- Independent expert reviewers
- Ethics Officers and the Manager, Office of Ethics & Research Governance
- Reviewers of Expedited Review applications

The Sub-committee shall establish procedures for the workings of delegates and for communicating with the committees.