

PETER MACCALLUM CANCER CENTRE OUT OF SESSION REVIEW PANEL

TERMS OF REFERENCE

CONTEXT

The Peter MacCallum Cancer Centre Human Research Ethics Committee (HREC) is constituted in accordance with the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research 2023* (and as amended) (*National Statement*).

The HREC is supported by sub-committees and review panels. The sub-committees and review panels each have their own terms of reference and operate within those terms.

STATEMENT OF PURPOSE

The Out of Session Review Panel (OOS) act as sub-committee of the HREC. The OOS has been established to assist the HREC to provide review of human research projects in accordance with the *National Statement* values of research merit and integrity, justice, beneficence, and respect for human beings.

FUNCTIONS

Per delegation from the HREC:

- a) Review and approve amendments to approved projects.
- b) Review and approve responses from researchers to feedback and queries from the Clinical Research Committee (CRC), Tissue Research Committee (TRC) and/or HREC.
- c) If required, refer amendments and responses to the HREC for review of new ethical issues resulting from the amendment or response.

MEMBERSHIP

The members of the Panel will comprise of:

- a) HREC chair
- b) CRC or TRC chair, as appropriate to the items under consideration.
- c) CRC, TRC or HREC members with appropriate expertise for the items under consideration.

Reviewers are not remunerated for their services to the panels.

Secretariat services are provided by the Human Research Ethics & Governance office.

ATTENDEES

Researchers and research project teams can request to discuss project related matters with the reviewers.

CONVENOR

HREC chair

MEETING FREQUENCY

Meetings are held monthly, excluding January. Reviews are carried out offline.

QUORUM

A quorum shall consist of four reviewers for clinical research projects or two reviewers for laboratory based tissue research projects.

CONFLICTS OF INTEREST

Members are required to declare any actual or potential conflict of interest they might have in relation to items under review. If a reviewer is conflicted, a replacement is appointed if their area of expertise is required for the review.

FEES

Fees are charged for review per fee schedule published on the Peter MacCallum Cancer Centre website.

REVIEW

The Terms of Reference are reviewed by the Manager, Human Research Ethics & Governance bi-annually.

The operation of the Out of Session Review Panels is reviewed annually by the Manager, Human Research Ethics & Governance.

REPORTS TO

Peter MacCallum Cancer Centre Human Research Ethics Committee