



The Ottawa
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RESEARCH
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RECHERCHE



UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

ADMINISTRATIVE POLICY

DATE: February 19, 2013

REVISED DATE: September 9, 2015

Reviewed June 2, 2017

OTTAWA HEALTH SCIENCE NETWORK - RESEARCH ETHICS BOARD (OHSN-REB) OPERATIONS COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The **OHSN-REB Operations Committee** will be the administrative mechanism for the OHSN-REB, within the authorities established by its terms of reference. This committee guides the mandate, operations and jurisdiction of the OHSN-REB through the authority of the written governance policy, approved by the Board of Governors of the Ottawa Hospital (TOH) and the Board of Directors of the University of Ottawa Heart Institute (UOHI). It is responsible for oversight and policy relating to research involving human subjects in the institutions covered. The OHSN-REB Operations Committee will be chaired by the OHSN-REB Chair. Members will advise and guide the OHSN-REB Chair and Vice-Chairs to ensure compliance with relevant guidelines and applicable statutory and regulatory requirements.

2. OBJECTIVES

The OHSN-REB Operations Committee will review and agree to standard operating procedures (SOPs) to guide the OHSN-REB processes for:

- established operations,
- board composition,
- management of real or perceived undue influence or conflict of interest with respect to the establishment, operations and decision making of the OHSN-REB.

The OHSN-REB Operations Committee will develop, review and approve common consent form templates and internally prepared guidance documents for researchers at all institutions who submit to the OHSN-REB. Formal procedures shall be in place for the selection, appointment, training and terms of the OHSN-REB members.

3. MEMBERSHIP

OHSN-REB Operations Committee

For the purposes of this committee, Only the Chair, Vice-Chairs, and REB members and the TOH Ethicist (or delegate) are voting members; all ex-officio members are non-voting (NV).

The OHSN-REB Operations shall consist of the following members:

Chair of OHSN-REB (1)

Vice-Chairs (minimum 2)

OHSN-REB members (minimum 3, including 1 community member)

TOH Ethicist/Delegate

OHRI Administrative Director for the OHSN-REB (ex-officio) – (NV)

OHRI OHSN-REB Office Manager (ex-officio) – (NV)

U of O Administrative representative (ex-officio) – (NV)

OHRI Contracts Officer (ex-officio) – (NV)

Heart Institute member of Clinical Research Administration (ex-officio) – (NV)

OHSN-REB Chair Administrative Committee

The OHSN-REB Chair Administrative Committee meets to discuss REB board member training, updates to documents/procedures for review and approval by the Operations Committee, REB member evaluations, and other administrative issues that may arise.

The OHSN-REB Chair Administrative Committee shall consist of the following members:

Chair of OHSN-REB

Vice-Chairs

OHRI Administrative Director for the OHSN-REB

OHRI OHSN-REB Office Manager

Heart Institute member of Clinical Research Administration

4. RESPONSIBILITIES

The OHSN-REB Operations committee shall:

- 4.1 Review and/or approve the OHSN-REB governance policy, N2/CAREB SOPs (including OHSN-REB addenda where applicable to cover local processes and procedures) detailing the OHSN-REB composition, appointment, resignation and removal process, duties, term, training requirements, signing authority, application/submission procedures, review criteria, conflict management and confidentiality.
- 4.2 Approve administrative changes to OHSN-REB governance policy, OHSN-REB Operations Committee Terms of reference and N2/CAREB SOPs and OHSN-REB SOP Addenda, as forwarded from the OHSN-REB Chair Administrative Committee.

- 4.3 Review and approve prior to release, consent form templates and internally prepared guidance documents for researchers.
- 4.4 Recommend as required, new or revised SOPs or changes to existing guidance documents and templates.
- 4.5 Forward approved documents for information purposes to Clinical Research Governing Council, OHRI Senior Management Team and the Heart Institute Internal Scientific Advisory Committee.
- 4.6 Review and recommend for the approval by the Governors/Directors any jurisdiction or collaboration and reciprocity agreements which define board authority and jurisdiction.
- 4.7 Ensures the OHSN-REB has an appropriate appeal process ready to implement should an appeal arise.
- 4.8 Assist in the review of procedures related to reviews conducted during publicly declared emergencies.
- 4.9 Review and comment on a draft written annual report of the OHSN-REB operations and the ensuing issues prior to submission of the report to the 'Governors/Directors' to assure continuing accountability and fulfillment of the OHSN-REB mandate.
- 4.10 Provide a copy of the annual report to the University of Ottawa and other interested parties.
- 4.11 Meet at least quarterly or at the call of the Chair for any urgent issues that arise.
- 4.12 Review relevant regulatory inspection results which pertain to process issues or quality of OHSN-REB review and therefore may lead to the revision of OHSN-REB SOPs.

5. **QUORUM FOR VOTING:**

(In person, by teleconference, and by electronic vote):

- Chair of OHSN-REB (1) **AND/OR** Vice-Chair (minimum 2 total)
- OHSN-REB members (minimum 2, inclusive of one community member with representation from TOH and the Heart Institute)
- A member may fulfill up to two representative capacities.

6. **TERM:**

Chair and/or Vice-Chairs will serve a five-year renewable term as per OHSN-REB Governance Policy.

Committee members will serve a two-year renewable term.

7. **RECORD KEEPING:**

The Manager overseeing the OHSN-REB administrative office will be responsible for the preparation of meeting agendas and minutes and circulation to committee members.