

## NHS National Research Ethics Service (NRES)

### Role Description for Research Ethics Committee Chair

Position	<i>[REC name]</i> Chair
Venue for meetings	<i>[Insert normal committee meeting venue]</i>
Time Commitment required	In addition to time spent preparing for and chairing meetings, at least three hours per week.
Remuneration	The position is voluntary; expenses will be met under the terms of the Appointing Authority policy.

### Role

Promoting and protecting the interests of patients and the public in health research.

The main purpose of this role is to Chair the Research Ethics Committee (REC) to ensure that all study applications seen by the committee receive ethical review within the guidelines of Governance Arrangements for Research Ethics Committees (GAfREC), the European Clinical Trials Directive 2001/20/EC (EUD)<sup>1</sup>, the Medicines for Human Use (Clinical Trials) Regulations 2004 (CTR) and Standard Operating Procedures for Research Ethics Committees (SOPs). The Chair as leader of the committee is responsible for the committee function, ensuring that all ethical issues are explored and clear decisions made and recorded. The Chair will work with the Co-ordinator, recognising their separate but complementary responsibilities in managing the REC functions; they will receive support from the Co-ordinator on all issues of process, which are governed by SOPs..

To be aware of and keep up to date with Appointing Authority and NRES (National Research Ethics Service) policies, initiatives and Business Plans and gain, maintain and share a wider knowledge of Research and Governance.

To attend, and participate in, local NREAP (National Research Ethics Advisors Panel) hosted meetings.

<sup>1</sup> DIRECTIVE 2001/20/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 4 APRIL 2001 on the approximation of the laws, regulations and administrative provisions of the Member States relating to the implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use.

To contribute when required to specific projects including the development of guidelines through initiatives such as Shared Ethical Debate, and to challenge continued applicability of guidance.

## Key responsibilities

- Chair the monthly REC meetings and sub-committee meetings ensuring that ethical issues are explored and debated. Responsible for reading the papers, taking part in the ethical review, assuming lead reviewer role where necessary and to be responsible for the time management of the committee meeting.
- Process all REC communications in line with due process and timelines
- Promote the courteous treatment of all researchers attending the meeting.
- Chair, or assist the Coordinator in ensuring that PRSCs (Proportionate Review Sub-committees) are set up and managed in accordance with SOPs.
- Ensure that during the meetings a decision is reached and recorded and that the method of dealing with responses (Chair's action / Co-ordinator / sub-committee / main committee) is agreed and appropriate.
- Promote the effective working of the committee as a cohesive group
- According to agreed methods review and deal with responses from applicants who have received a provisional opinion and the consideration of protocol amendments in a timely manner.
- Be available to the Co-ordinator (via email or in person) on a planned or ad hoc/daily basis, at least 2 hours per week as necessary, to include the following:
  - Check and approve the Minutes (drafted by the Co-ordinator) in a timely manner to allow decision letters to be sent within timelines; these will provide a comprehensive and accurate record of all the detailed amendments/queries agreed at the meeting
  - Approve more technical responses to new REC applications and amendments, including agreeing issues related to provisional opinions under delegated authority of the committee.
  - Sign the Minutes
  - Sign letters when required
- Ensure SOPs, GAfREC, relevant regulations (e.g. CTR, human tissue and mental capacity legislation) and other recognised guidelines are adhered to where applicable
- Ensure effective communication of HRA and NRES communications at REC meetings.

- Provide general advice and guidance to Co-ordinator, Committee members and researchers.
- Offer support, and mentorship as required to the Vice-Chair and members.
- Support the Appointing Authority/NRES in managing the membership of the committee in collaboration with the Co-ordinator, Centre and Regional Manager, including:
  - Assisting with recruitment and selection of new members
  - Providing guidance to committee members regarding potential conflicts of interest.
  - Ensure lead reviewers are identified as per agreed local process for new applications and protocol amendments.
  - Ensuring that own, and members training is up to date.
  - Addressing issues of poor performance or poor attendance in the first instance in line with Member Management Procedures
- Review and take account of the REC Annual Report, and provide the Chairman's introduction.
- To be aware of, and undertake training in, Equality and Diversity and ensure that applicants to the REC, members and potential members, are treated fairly and equally regardless of gender, race, disability, sexual orientation, religion/belief or age.
- To be aware of the NRES 'Guidelines for inviting researchers to attend REC meetings'
- Attend local NREAP hosted Chairs meetings
- To feed back to the Appointing Authority on any administrative issues or concerns which affect the efficient running of the REC
- Contribute to the appraisal of the REC Coordinator through the completion of appraisal documentation provided by the Coordinator's line manager.
- Be aware of outcomes of accreditation audit of the REC and ensure completion of any actions relating to membership and conduct of the committee.

NRES and the Appointing Authority values the important contribution the role of the Chair makes to the review of applications and in supporting the members, researchers and coordinators. The following are provided to support the Chair's role:

- Chairing skills training
- Chairs training days
- Access to the National Research Ethics Advisors Panel
- NREAP hosted Chairs meetings

## Role description and candidate requirements

Requirements	E/D	How tested
<b>Qualifications / Special Training</b>		
More than one years membership of a Research Ethics Committee	E	Application form
Certificated attendance on the NRES Chairing Skills training or extensive experience of chairing in other organisations	D	Application form and interview
<b>Experience</b>		
Experience of working with people at all levels in an organisation	E	Application form and interview
Experience of working to tight deadlines	E	Application form and interview
Experience of Chairing a committee *Or attendance at Chairing Skills Course	E*	Application form and interview
Experience of facilitating at meetings/training events	D	Application form and interview
<b>Knowledge</b>		
Basic Knowledge of the NHS	E	Application form and interview
Good working knowledge of how a committee operates and works	E	Application form and interview
Knowledge of medical terminology	D	Application form and interview
Knowledge of Ethical issues in a wide variety of research projects	E	Application form and interview
Good working knowledge of legislation, GAfREC, SOPs and ability to ensure that the committee follows such requirements	E	Application form and interview

Knowledge of Appointing Authority and NRES policies, initiatives and Business Plan	E	Interview
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### Skills

Excellent organisational skills	E	Application form and interview
Excellent Interpersonal skills to include: <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Diplomacy and sensitivity</li> <li>▪ Negotiating and influencing</li> <li>▪ Ability to work well with others at all levels</li> <li>▪ Inclusion skills</li> </ul>	E	Application form and interview
Excellent verbal English communication skills to be able to articulate procedural issues and interpret and summarise complex discussion	E	Application form and interview
Ability to analyse and interpret written procedures	E	Application form and interview
Ability to summarise complex information and disseminate to others	E	Application form and interview
Ability to work to deadlines	E	Application form and interview

### Personal attributes and other requirements

Flexible working approach and adaptable to change	E	Application form and interview
Commitment to team working and respect and consideration for the skills of others	E	Application form and interview
Availability to attend meetings appropriate to role	E	Application form and interview
Self motivated to undertake Continual Professional/Personal Development (CPD)	E	Application form and interview
Commitment to attend Equality and Diversity Training	E	Application form and interview

NRES REC Chair Role Description

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