

NHS National Research Ethics Service (NRES)

Role Description for Research Ethics Committee Vice Chair (and Alternate Vice Chair)

Position	<i>[REC name]</i> Vice Chair
Venue for meetings	<i>[Insert normal committee meeting venue]</i>
Time Commitment required	In addition to time spent preparing and attending meetings as a member, an additional three hours per fortnight for sub-committee, including PRSC (Proportionate Review Sub-Committee) work, and additional time as and when required when deputising for the Chair
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.

To take on officer responsibility for sub-committee work, in partnership and/or as directed by the Chair.

To take on officer responsibility for some PRSC work in partnership and/or as directed by the Chair

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

At least twice each year to chair the REC meeting (this may be in the absence of the Chair while deputising, or in the presence of the Chair for experience purposes) ensuring 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)¹, the Medicines for Human Use (Clinical Trials) Regulations 2004 (CTR) and Standard Operating Procedures for Research Ethics Committees (SOPs). Ensuring that all ethical issues are explored and clear decisions made and recorded. The chairing of the REC meeting may be whilst deputising for the Chair in his/her absence or in the presence of the Chair who can be called upon for support and guidance as or if required. The Vice Chair will work with the coordinator, recognising their separate but

¹ 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.

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 deputise in the absence of the Chair, to attend, and participate in, local NREAP (National Research Ethics Advisors Panel) hosted meetings.

To provide mentorship for new REC members

Key responsibilities

- Chair the REC meetings and allocated sub-committee, including PRSC meetings ensuring that they are quorate and 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.
- Ensure that during the meetings that a decision is reached and recorded and that the method of dealing with responses (chairs action, when deputising for the Chair, subcommittee/ main committee) is agreed.
- Process all REC communications in line with due process and timelines
- Be available to Co-ordinator (via email or in person) on a planned or ad hoc/daily basis, at least 2 hours per week as necessary, with additional time for PRS sub committee work and 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,d relevant legislation (e.g. CTR, human tissue and mental capacity legislation) and other recognised guidelines are adhered to where applicable.

- As required, provide general advice and guidance to Co-ordinator, Committee members and researchers,
- 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 age, sex, sexuality, religion, disability or race
- To be aware of the NRES guidelines for inviting researchers to attend REC meetings. Promote the courteous treatment of all researchers attending the meeting.

Support for the role

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

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

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Role description and candidate requirements

Requirements	E/D	How tested
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Qualifications / Special Training

More than one years membership of a Research Ethics Committee	E	Application form
Certificated attendance on the Chairing Skills training	D	Application form and interview

Experience

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	D*	Application form and interview
Experience of facilitating at meetings/training events	D	Application form and interview

Knowledge

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 I legislation, GAfREC, SOPs and ability to ensure that the committee follows such requirements	E	Application form and interview
Knowledge of 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"> ▪ Leadership ▪ Diplomacy and sensitivity ▪ Negotiating and influencing ▪ Ability to work well with others at all levels ▪ Inclusion skills 	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