



Provincial RITHIM Committee (PRC)

SOP Title	PRC Terms of Reference
Version Date	September, 2019
Review of Terms	Every three years

1 Introduction

The Provincial RITHIM Committee (PRC) will be introduced in 2019 as part of the RITHIM initiative to improve and harmonize impact, privacy and ethics reviews of human health research in Manitoba. The PRC will be a subcommittee of the Research Manitoba board.

The PRC's primary responsibility is to ensure that the Committee for the Harmonization of Health Impact, Privacy, and Ethics Review (CHIPER) is accountable and independent. The PRC will enhance, guide, and support the harmonization of ethics, privacy, and impact review for the RITHIM division of Research Manitoba. The PRC will draw upon the experience and knowledge of the stakeholders with expertise in privacy and health research of Manitoba.

The PRC is accountable to the Research Manitoba Board of Directors and will provide annual reporting on CHIPER operations to the Research Manitoba Board of Directors, the Minister of Health, Seniors & Active Living, and the stakeholders in the health research community in Manitoba. The PRC reports through the CEO of Research Manitoba in accordance with the RITHIM evaluation plan.

2 Purpose

The purpose of the PRC is to ensure the independence, quality and harmonization of reviews conducted by the Committee for the Harmonization of Health Impact, Privacy, and Ethics Review. The PRC will work to support the efficiency and effectiveness of the harmonized approach to ethics, privacy and impact review of health research in Manitoba. The responsibilities of the PRC are to:

- 2.1 Ensure appropriate systems and controls are in place to maintain the ongoing arms-length independence of CHIPER (e.g., conflict-of-interest policies) and compliance with applicable laws, regulations and guidelines;
- 2.2 Make recommendations on the proposed strategic directions and priorities as well as the management of risk for CHIPER; Review and make recommendations on the annual goals

and objectives and performance metrics; Provide recommendations on adequacy of resources for CHIPER operations;

- 2.3 Provide advice and recommendations to the Research Manitoba Board and the RITHIM staff regarding general policies relating to human health research and the effects of these policies on institutions, investigators, research administrators, patients, and other stakeholders;
- 2.4 Reviews special policies and/or procedures adopted by CHIPER in viewing protocols;
- 2.5 Recommend to the Research Manitoba Board the appointment of the CHIPER Chairs and Vice-Chairs and succession planning for these positions;
- 2.6 Appoint members of CHIPER upon the recommendation of the CHIPER Chairs;
- 2.7 Oversee annual performance evaluation on the CHIPER Chairs and report the results to the Research Manitoba Board and provide input to the CHIPER Chairs on performance of the Vice-Chairs;
- 2.8 Provide annual feedback to the CEO of Research Manitoba on the performance of the RITHIM Director;
- 2.9 Administers researcher appeals regarding CHIPER decisions.
- 2.10 Meet bi-annually, with additional meetings as required at the call of the Chair;

3 Membership

The Provincial RITHIM Committee shall have diverse gender representation:

- 3.1 The Committee shall not exceed 35 voting members;
- 3.2 Voting members shall not be members of the CHIPER or employees of Research Manitoba;
- 3.3 The Committee Chairs and members shall be appointed by the Research Manitoba Board based on relevant experience and expertise;
- 3.4 Membership shall reflect expertise in research ethics and human research protection programs and should include persons with in depth knowledge of health research, research ethics, clinical trials management, privacy, access to data, governance, and performance management;
- 3.5 Membership shall reflect stakeholders and institutions, including representation from:
 - Brandon University
 - Cancercare Manitoba
 - Children's Hospital Research Institute of Manitoba
 - Concordia Hospital
 - Deer Lodge Centre
 - Grace Hospital
 - Health Sciences Centre
 - Manitoba Centre for Health Policy
 - Misericordia Health Centre
 - Pan Am Clinic
 - Red River College

- Regional Health Authorities
- Riverview Health Centre
- Seven Oaks General Hospital
- Shared Health
- St. Amant Centre
- St. Boniface Hospital Research Centre
- The University of Winnipeg
- University of Manitoba
- Victoria General Hospital

3.6 The CHIPER Chairs, Vice-Chairs, and the Senior CHIPER Co-ordinator will be non-voting ex-officio members of the Committee and will not be counted as part of the total committee membership.

4 Terms of Appointments

4.1 Members will be appointed for three-year terms, which may be renewed. To maintain continuity, terms may be staggered.

4.2 A member may withdraw at any time upon written notification to the Chair of Research Manitoba's Board.

4.3 A member's appointment may be revoked by the Research Manitoba Board.

5 Meetings

Meetings will be held at least twice per year and may be held in person, by teleconference or videoconference. At least one meeting per year should be held in person. A majority (50 per cent plus one) of the voting members shall constitute quorum. Support for the organization of these meetings and action items resulting from these meetings will be provided by the RITHIM Director.

6 Reporting

The PRC shall provide an annual report on CHIPER to the Research Manitoba Board. When there are items for the PRC or Research Manitoba Board discussion and/or approval, presence of the Chair of the PRC or designee may be required.

7 Compensation

7.1 Members will be reimbursed for reasonable travel and accommodation expenses incurred to attend meetings (including, but not limited to, expenses for economy class airfare, accommodation, meals, mileage, rental cars, parking, couriers, telephone calls, facsimiles

and internet access, but excluding alcohol and personal entertainment). Members will submit appropriate receipts for any such expenses in accordance with Research Manitoba policies.

7.2 Members will not be remunerated for their work as members of the Committee.