

RITHiM Advisory Committee

Terms of Reference

May 24 2018

1.0 PURPOSE

The RITHiM Advisory Committee provides leadership and expertise to collaborative efforts that aim to harmonize the ethics, impact, and privacy approval process for health research in Manitoba. The Committee recognizes that considerable obstacles will exist to streamline the research approval process, and that many negotiations are already underway. Building on this, the Committee takes responsibility to oversee the development of a comprehensive framework, a systematic approach, a multifaceted action plan with performance measures to monitor implementation and outcome, and a mechanism to coordinate action.

The purpose of the committee is to develop robust capacity for one integrated process to support research in Manitob. The committee will do this by:

- a. **Describe and communicate** the impacts of research harmonization on gaps and time-to-conduct
- b. Contribute **subject matter expertise** and present data to support decision making
- c. Support the **prioritization, planning, and evaluation** of research harmonization interventions and approaches, including the “road map” for the approval process. Inform planning, set objectives and targets, and direct measurement and reporting of progress
- d. Support the **monitoring/evaluation** of intervention over time and space
- e. Foster **strategic partnerships** with academic, health and private sector stakeholder and promote engagement
- f. Provide feedback to the project team and the RITHiM steering committee throughout the process of implementation of recommendations.

2.0 CHAIR AND MEMBERSHIP

Leadership

The RITHiM Advisory Committee is co-sponsored and chaired by Christina Weise, Chief Executive Officer, Research Manitoba.

RITHiM Advisory Committee Membership (representation):

- CancerCare Manitoba
- Centre for Healthcare Innovation
- Change Management Office University of Manitoba
- Health Sciences Centre
- Manitoba Health, Seniors and Active Living
- Research Manitoba
- Shared Health Inc.
- St. Boniface Hospital Research Centre
- University of Manitoba Bannatyne Ethics
- University of Manitoba Fort Garry Ethics
- Winnipeg Regional Health Authority Privacy

Additional members to be identified and suggested by initial membership and approved by the committee. From time to time, the committee may call upon other specialists from key functional areas whose participation will be “on invitation”.

RITHiM Advisory Working Groups

Working groups may be struck as needed as determined by the committee. Working group members do not need to be members of the committee, and may be drawn from external leads as needed.

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3.0 FUNCTIONS

The RITHiM Advisory Committee is committed to improving our capacity to effectively address gaps in Research approval process due to organizational inconsistencies by:

- ⇒ Support the implementation of RITHiM recommendations by providing advice to the project team on: process, governance, communications, change management and overall system enhancement.
- ⇒ Review/Develop targets to reduce the gap with benchmarks identified and mechanisms to evaluate and report on progress.
- ⇒ Review/Develop evidence-based policy interventions that promote research harmonization, support in identifying gaps and advocating change.
- ⇒ Review/Developing a RITHiM Promotion Action Plan, including statement and knowledge translation material and support public engagement.
- ⇒ Review/Develop change management plans for system and organization specific interventions

4.0 DECISION MAKING

Decision making is by consensus. It is noted that at times conflict may arise either within group discussion or in relating to others such as partners. At all times, consideration will be maintained, but respectful differences of opinion should be viewed as creating opportunity for dialogue, growth and change.

5.0 MEETINGS

The RITHiM Advisory Committee meets once a month at the call of the chair. The RITHiM Advisory Working Groups meet as needed at the call of the working group chairs, and as agreed upon by working group members.

6.0 AGENDA FORMAT

- Welcome, introductions
- Review agenda
- Review previous minutes and approval
- Business arising from previous minutes
- New business
- Round table discussion
- Next steps
- Next meeting
- Adjournment

7.0 TERMS OF REFERENCE

The Committee, on an annual basis or as necessary, shall review its terms of reference.

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8.0 COMMITTEE MAP

