



RESEARCH IN THE DUNEDIN SCHOOL OF MEDICINE AND TE WHATU ORA HEALTH NEW ZEALAND - SOUTHERN HEALTH RESEARCH SOUTH **TERMS OF REFERENCE**

A. INTRODUCTION

1. In 2002 the Dunedin School of Medicine (DSM) and Te Whatu Ora - Southern (at the time Otago District Health Board and later Southern District Health Board) acknowledged their mutual interdependence for important institutional functions and agreed, as part of a University of Otago and Southern District Health Board Joint Relations Committee Memorandum of Understanding, to a unique joint clinical research management programme.
2. The intention was to create a framework to encourage, advise upon and monitor the performance of clinical and health service research. This intention has grown and developed within the dynamic and changing environment of the Dunedin School of Medicine and Te Whatu Ora - Southern.
3. The business has broadened substantially to include promotion of research, strategic development and external relations. An overarching entity, Health Research South, has been established to govern and manage the shared research environment.
4. In view of these changes, this document updates the terms of reference of Health Research South to reflect broad principle and strategic direction rather than the operational focus of the foundation document, and describes arrangements agreed between the Dunedin School of Medicine and Te Whatu Ora - Southern to co-operatively govern and manage a Shared Research Environment through **Health Research South**.

B. SCOPE

- 1 The research referred to in this document covers all health related research carried out in the Shared Research Environment of the DSM and Te Whatu Ora - Southern. This includes health promotion projects carried out in the community by staff of either organisation, or organisations directly funded by Te Whatu Ora - Southern.
- 2 The **Shared Research Environment** refers to the research space, property, people, patients and all resourcing used when DSM staff, or Te Whatu Ora - Southern staff, or Te Whatu Ora - Southern contracted providers, conduct research. This includes research that is carried out in the community by staff of both organisations and organisations funded by Te Whatu Ora - Southern.

C. GOVERNANCE AND MANAGEMENT OF SHARED RESEARCH ENVIRONMENT

1. At the direction of the University of Otago and Southern DHB Joint Relations Committee, The DSM and Te Whatu Ora - Southern have entered into a collaborative arrangement to share the governance and management of research through Health Research South in order to:
 - promote, facilitate and support research
 - encourage the staff of both organisations to undertake research
 - ensure research meets high clinical, scientific and ethical standards
 - ensure resource, compliance and administrative requirements are in place
 - ensure the quality of research governance and management meets the requirements of the quality standards for both organisations.
 - monitor and regulate research
2. The **key relationships** for the purposes of this governance arrangement are:
 - The **University of Otago**, partner in joint relations arrangements,
 - **Te Whatu Ora - Southern**, partner in joint relations arrangements and partner in the shared research environment,

- **Joint Relations Committee**, provides a forum for mutual advice and the discussion of shared strategic issues,
- **Dunedin School of Medicine**, a partner in the shared research environment,
- **Health Research South** is a subcommittee of the Joint Relations Committee of the University of Otago and Southern DHB. (refer 'Memorandum of Understanding between the University of Otago and Healthcare Otago, December 1999). It provides governance (Board) and management (Research Office) of the research environment,
- **University of Otago, Research and Enterprise**, provides support for researchers across both organisations.

D. HEALTH RESEARCH SOUTH

1) Board and Research Office

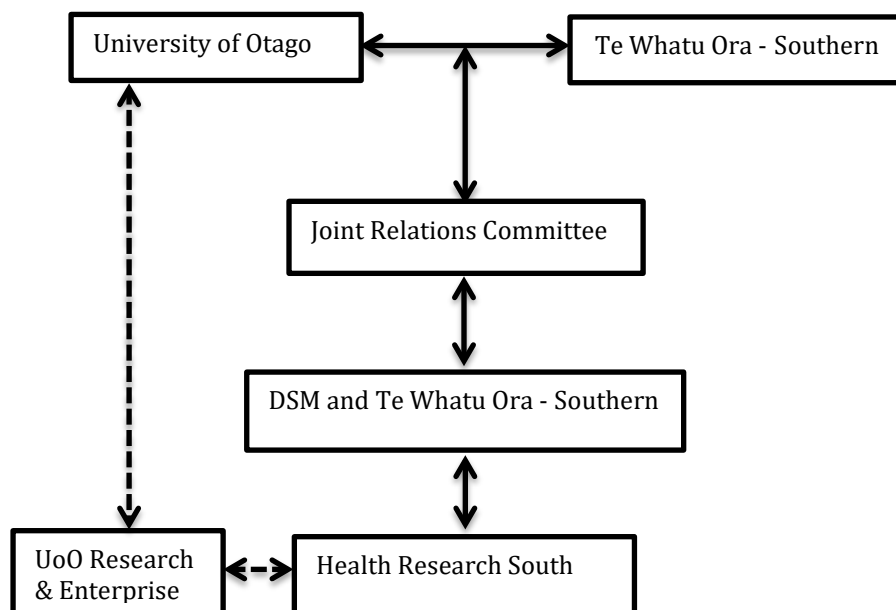
- Clinical Research in the DSM and Te Whatu Ora - Southern is governed by the Board of Health Research South. Health Research South is comprised of both a Board and a Research Office
- The Health Research South Board is responsible for the formal governance of research in the shared research environment of both organisations. The Board leads the strategic direction for research in the shared environment, sets policy and oversees the management and implementation of strategy and policy.
- The Health Research South Research Office is responsible for the implementation and management of the direction set by the Board and is designed to provide a convenient and efficient location from which research staff from both the DSM and Te Whatu Ora - Southern and external researchers can seek advice, support and assistance with the compliance and administrative processes surrounding research.

2) Health Research South Board: Role

- Provide strategic direction for high quality, relevant and well-resourced research in the shared research environment of Te Whatu Ora - Southern and DSM
- Keep an overview of health research within the DSM and Te Whatu Ora - Southern
- Develop policy and process for the governance and management of health research in the DSM and Te Whatu Ora - Southern
- Evaluate and improve the performance of the research activities in Te Whatu Ora - Southern and DSM
- Oversee management of individual Te Whatu Ora – Southern research and research group accounts
- Budget appropriate expenditure of all research support funds
- Make recommendations on the disbursement of internal contestable funds available for health research within Te Whatu Ora - Southern and DSM
- Advise the Dean of DSM, the District Director, Te Whatu Ora - Southern, and other senior managers on relevant health research related matters
- Identify any issues concerning any research or research related matter and manage appropriately
- Provide supervision of Health Research South Research Office.
- Comply with relevant Te Whatu Ora - Southern and DSM policies

3) Health Research South Board: Functional Relationships

- Joint Relations Committee
- Te Whatu Ora - Southern
- University of Otago, DSM
- University of Otago, Research and Enterprise



4) Health Research South Board: Membership

- The Research Advisory Board consists of 14 voting members including eight appointed members;
 - Associate Dean for Research, DSM (*Chair)
 - Dean, DSM
 - District Director, Te Whatu Ora - Southern
 - Director, Research and Enterprise, University of Otago
 - Ngāi Tahu representative
 - Manager, Health Research South

Appointed Members

- Four Te Whatu Ora - Southern clinical researchers (2 Medical, 1 Nursing/Midwifery, 1 Allied Health representative)
- Four DSM researchers (chosen to reflect the diversity of research in the school)

Non-voting members

- Finance Manager, DSM
- Additional non-voting attendees may include members of the Health Research South Research Office on recommendation of the Manager;

- *Where the Dean of the DSM also assumes the role of Associate Dean of Research, agreement should be sought from Te Whatu Ora - Southern about the Chairperson role to ensure Te Whatu Ora - Southern confidence that the committee remains equally committed to Te Whatu Ora - Southern and DSM concerns.
- Te Whatu Ora - Southern clinical research representatives are to be appointed by the District Director or delegate on recommendation from the HRS Board.
- The DSM research representatives are to be appointed by the Dean of the DSM on recommendation from the HRS Board.
- At least one Board member must be representative from Invercargill
- The following roles may be delegated at the discretion of the Board: Dean, DSM; District Director, Te Whatu Ora - Southern; Director, Research and Enterprise, University of Otago,
- The Board may co-opt other individuals when required, from time to time, depending on the matters under consideration.
- Members of the Health Research South Board are appointed for a term of office of three years. Members may be reappointed from time to time. No Appointed Member should hold office for more than six consecutive years.
- The process for appointment of new members should include a call for Expressions of Interest and followed by Board discussion to recommend new members to the Dean of the DSM or District Director of Te Whatu Ora - Southern. When appointing new members an approach should be agreed with consideration for retaining institutional memory and within the bounds of practicality.

5) Health Research South Board: Meetings, recording and reporting

- HRS Board meetings are held monthly.
- An agenda is circulated in advance and meeting minutes recorded by members of the HRS Research Office.
- A quorum of 5 voting members is required for decisions to be made.

- A regularly scheduled meeting must be attended by the HRS Board Chair and HRS Research Office staff.

6) Health Research South Research Office: Role

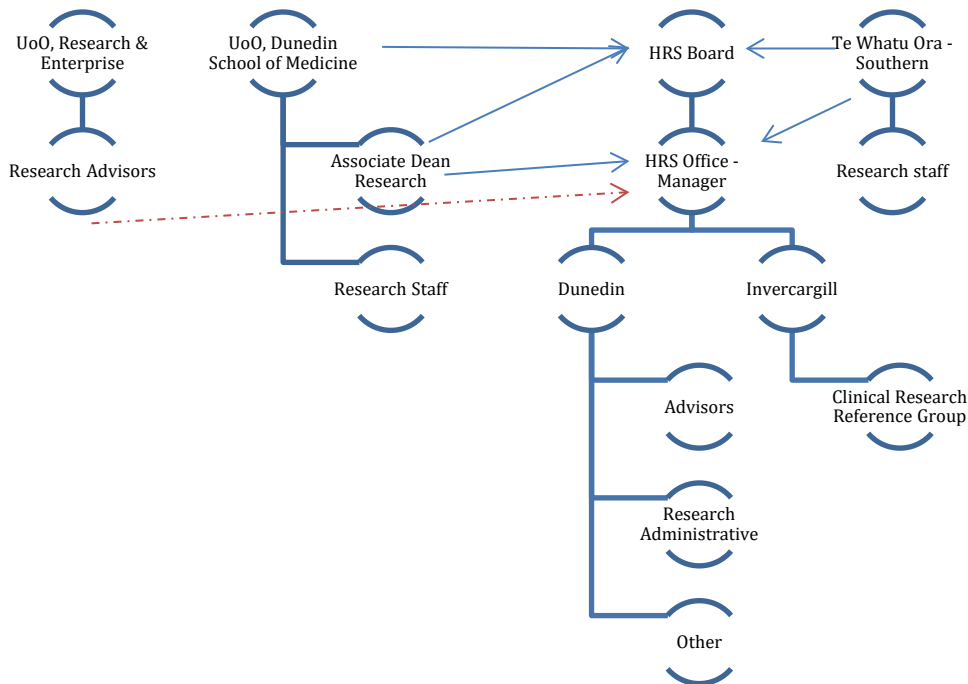
- Promote high quality, well-resourced research through Te Whatu Ora - Southern and DSM
- Ensure all research meets the requirements set out in the process for Locality Authorisation Approval, and follows any other processes set out by the Board
- Facilitate and assist researchers in all processes concerning the approval to conduct research such that these processes are streamlined and generally create an administrative environment that is conducive for the undertaking of research including:
 - Provide information and advice on the process of obtaining research approval
 - Provide information and advice on the process of and opportunities for obtaining research funding
 - Ensure that before approval, each application has received review of research relevance and quality, ethical approval, adequate funding, and review of risk implications
 - Advise and facilitate the production of the necessary documentation for submission of research grant applications and contracts (both grants and commercial trials) for approval
 - Arrange for scrutiny of all research contracts, their revision where necessary and their signature by officers of the administering institution
 - Assist in the development of strategic research development and innovation
 - Help optimise research output and performance-based research evaluation
 - Maintain registers of research projects awaiting approval, and of approved research
 - Monitor and manage Te Whatu Ora - Southern research accounts

- Arrange for recognition of achievements in research (including research excellence awards ceremony)
- Manage the process of internal monitoring of research in progress through to completion
- Ensure projects have been brought to a conclusion and all requirements for this have been met
- Work with Research and Enterprise, and other research and innovation enterprises of the University of Otago
- Work with relevant external agencies
- Report regularly to the HRS Board

7) Health Research South Research Office staff include the following roles

- Dunedin
 - Manager
 - Advisors as required
 - Administrative staff as required
 - Other roles as required
- Invercargill
 - Clinical Research Reference Group consisting of representatives as appropriate.

8) Health Research South Research Office Relationships



The key relationship groups include UoO DSM, HRS, Te Whatu Ora - Southern and UoO Research & Enterprise. The primary administrative relationships are as shown but with multiple relationships within these groups.

The joint nature of the research environment within the DSM and Te Whatu Ora - Southern requires flexibility in terms of accountability, but for the purposes of stating responsible managers, the following direct lines of responsibility apply: Manager, Health Research South is responsible to the Dean of the DSM. Health Research South employed staff are responsible to the Manager, Health Research South. Research Advisors are responsible to the Director, Research and Enterprise, University of Otago. Invercargill Reference Group members are responsible to the HRS Board for the purposes of their role as Reference Group for clinical research.

9) Funding Research Management in Te Whatu Ora - Southern and DSM

- As Te Whatu Ora - Southern and the University of Otago have agreed to jointly manage Clinical Research through the single body, Health Research South, each takes responsibility to contribute to the resources required.

- Health Research South, including both the Board and the Research Office, is funded jointly by Te Whatu Ora - Southern, the DSM and the University of Otago. Each organisation makes approximately a one third contribution to the costs of staffing and the direct running costs of the Research Office. Each organisation also contributes through the provision of overheads (office space etc) and the time of other staff members (DSM Assoc. Dean Research, DSM Finance Manager, DSM Administrative Assistant, Te Whatu Ora - Southern Finance Transaction Centre etc)
- Specific amount for contribution to be determined on an annual basis and invoicing arrangements carried out in a timely manner to ensure funding is available in a timely manner

10) Funding Research and Research Related Activity in Te Whatu Ora - Southern and DSM

- An agreed overhead (currently 20%) is levied on commercial research projects that are managed by Te Whatu Ora - Southern. These funds are available to be used at the discretion of the Health Research South Board for research and research related expenditure which supports initiatives which develop research in Te Whatu Ora – Southern.
- Additional funding arrangements related to Te Whatu Ora – Southern’s contribution will be by agreement between Te Whatu Ora - Southern and DSM
- DSM research and research support funding is required to comply with DSM and UoO protocols

E. ACCOMPANYING DOCUMENTS (October 2022)

- a. HRS – Terms of Reference
- b. HRS – Code of Conduct – Clinical Research
- c. Locality Authorisation Approval - Forms and Guideline
- d. Managing Research Project Accounts and Research Group Accounts held by The Southern District Health Board (under review)

- e. Peer Review
- f. The landscape of clinical research in the shared environment of the DSM and Te Whatu Ora - Southern (to be developed)
 - i. Types of research
 - ii. Research related staff including Research teams, Principal Investigators, Research Nurses, Study Co-ordinators
- g. HRS staff job descriptions