

<p>Purpose</p>	<p>The Clinical Research Committee (“Committee”) of the Hawke’s Bay Clinical Council provides strategic and operational advice to the Clinical Council on, and maintains an overview of, all health and disability research being undertaken within the public health sector in Hawke’s Bay.</p> <p>It seeks to ensure good clinical and ethical practice in health and disability research across primary, community, hospital, educational and training services within the public health sector in Hawke’s Bay.</p>
<p>Functions</p>	<p>The functions of the Committee:</p> <ol style="list-style-type: none"> 1. To promote a research culture, clinical research activities and research findings within the public health sector in Hawke’s Bay 2. To review clinical research being conducted within the public health sector in Hawke’s Bay and make recommendations as appropriate, including promotion of research that reduces health inequity. 3. To oversee the locality review and authorisation of public health sector research in Hawke’s Bay as required by the Standard Operating Procedures of the national Health Disability & Ethics Committees (HDEC). 4. To ensure that clinical research undertaken is ethically sound i.e. has appropriate ethical considerations and where required, has applied for and received HDEC approval 5. To maintain records of all clinical research being undertaken within the public health sector in Hawke’s Bay.
<p>Level of Authority</p>	<p>The Committee has the authority to give advice and make recommendations to the Hawke’s Bay Clinical Council. The Clinical Council in turn, may give advice and make recommendations to the HBDHB Board, or exercise any powers delegated to it by the Board.</p> <p>To assist in this, the Committee may:</p> <ul style="list-style-type: none"> • Request reports and presentations from particular groups • Co-opt people from time to time, as required, for a specific purpose (with appropriate approvals where necessary). <p>For purposes of clarification this Committee is not an operational committee and the responsibility and accountability for each research project rests with the primary body involved (e.g. EIT, HBMRF, University, CTRU of HBDHB etc).</p>
<p>Membership</p>	<p>The Clinical Council will appoint members to the Committee on an annual basis. Other than specific appointment holders (who will remain members whilst holding that appointment) all other members may be reappointed but for no more than a total of five years.</p> <p>Membership shall consist of 8 to 12 people, reflecting the need for representation from;</p>

	<ul style="list-style-type: none"> • Clinical Council • Consumer Council • Hawke's Bay Medical Research Foundation • Eastern Institute of Technology – Faculty of Health Sciences • University of Otago – Division of Health Sciences • HBDHB Clinical Trials Research Unit (Hawke's Bay Hospital) • HBDHB Nursing Practice Development Educator • Primary Care - HBPHO • Medical Practitioner • Allied Health Professional • HBDHB Maori Health Service • HBDHB – Health Services Management <p>An additional member may be co-opted from time to time (with the approval of the Clinical Council) where particular expertise is required to assist the Committee achieve its purpose. HBDHB shall appoint an appropriate person to be the secretary for the committee. For the avoidance of doubt, this person shall not be a member of the Committee.</p>
Chairperson	The Clinical Council shall appoint the Chair on an annual basis. Should the appointed Chair not be present at any meeting of the Committee, the members present will elect a chair for the purpose of that meeting only.
Quorum	The quorum will be a majority of members, at least two of whom shall be Registered Health Professionals
Meetings	<p>Meetings will be held as required by the Chair, but as a minimum at least four times per year. Meeting attendance will be restricted to the Committee members only (and the secretary) with other persons attending only by invitation/approval of the Chair.</p> <p>Matters may be dealt with between meetings through email exchange with all members, with the chair's and a majority of members' approval required for any decision made through this means.</p>
Reporting	<p>The Committee will report through the Chair to the Clinical Council.</p> <p>The Committee will submit a full report on its activities (in the appropriate form) to the Clinical Council on a six monthly basis.</p> <p>The Clinical Council will include a summary of the activities/recommendations/decisions (as appropriate) of the Committee in its reports to the DHB, which will be placed on the DHB website once received/approved by the Board.</p> <p>The Committee will produce an annual publication summarizing clinical research activity undertaken in the public health sector in Hawke's Bay</p>
Minutes	Minutes (with action points highlighted) will be circulated to all members of the Committee within one week of the meeting taking place.
Terms of Reference Review	The terms of reference are adopted by the Clinical Council and will be reviewed every two years, or as required.