

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP1101.05	
Title:	Research Ethics Committee		
ITPNZ Std:	11 Research		
Chief Executive Approval:	Date of Approval: 22 Sep 10	Effective Date:	22 Sep 10
Previous Policy No	na	Review Date:	22 Sep 12
Contact Authority:	Deputy Chief Executive	Status:	Current

Purpose To set out the membership, duties and functions, and operating procedures of the Research Ethics Committee.

Background The purpose of ethical review of research is to:

- provide assurance of safety to participants that their rights have been considered and respected, including establishing informed consent, confidentiality and the storage and use of data.
- advise and protect researchers regarding their rights and duties.
- protect those who may be affected by research results or outcomes.
- ensure methodologies are appropriate and representative, such that participant's time is not wasted for example.

The Research Ethics Committee is not qualified to approve any research on animals, as approval for such research is the responsibility of the University of Otago Animal Ethics Committee.

The Research Ethics Committee is to ensure that, when joint research is being undertaken between two or more institutions, ethics approval is obtained from all institutions before commencing the project.

The Research Ethics Committee is an institutional (ie not an accredited) committee and as such does not approve any invasive research, or research on animals.

Statutory Compliance The Education Act 1989

National Guidelines ITPNZ Academic Quality Standards

Policy and Procedures

1. Membership
 - 1.1 Membership of the Research Ethics Committee will comprise:
 - Nominee of either the Chief Executive or Academic Board
 - An academic staff member/researcher from each group
 - Two members representing local iwi to be nominated by Ngai Tahu through the Arai-Te-Uru Papatipu Runaka
 - Student representative nominated by the Students' Association
 - Two persons not involved in research on human or animal subjects, and who are not members of the Otago Polytechnic academic staff
 - The Committee has the authority to co-opt other expertise as necessary



1.2 Academic Board will appoint members.

The Research Ethics Committee will invite expressions of interest from appropriately qualified people according to vacancies.

In making these appointments, Academic Board should consider:

- Committee expertise in ethics and law
- Gender balance
- Range of research conventions in different disciplines

2. Chair

2.1 The Chair will be appointed by Academic Board and will be an ex officio member of Academic Board. If the Chair is absent the Chair may delegate all authorities that the Chair holds to another committee member for a period. The Chair will notify the Research Ethics Committee members *and the Chair of Academic Board* of any such delegations.

3. Duties and Functions

- Review and update Otago Polytechnic Ethics Guidelines yearly.
- Ensure researchers have written approval from the Research Ethics Committee before commencing activities as required by Otago Polytechnic Guidelines on Ethical Practices in Research.
- Ensure that all research within the Polytechnic, or under the auspices of the Polytechnic, which involves human participants or the use of personal information is carried out in accordance with this policy and ethics guidelines.
- Withdraw approval for any research project that does not comply with guidelines, and notify the project leader and the Academic Board in writing.
- Consider any matter of ethical concern relating to the involvement of human participants in research which any student or member of staff of the Polytechnic raises with the Committee.
- Refer any research involving animals to Head of School Veterinary Nursing as this is covered by a contractual agreement with the University of Otago.
- Ensure that research proposals are carried out in accordance with the principles of the Treaty of Waitangi, with the currently applicable National Standard for Ethics Committees, and other relevant professional codes relating to research.
- Foster an awareness of those procedures and of ethical principles in general within the Polytechnic.
- Ensure practices are consistent with national tertiary research ethics standards and guidelines.
- Ensure systems are in place that ensures best practice is addressed for the purposes of self assessment and external evaluation and review.
- Recommend and review policy and procedures and advise the Academic Board on issues relating to ethics in research.
- Report to Academic Board.
- Enable and facilitate best practice by providing detailed instructions and suggested processes for meeting ethics approval. The Committee should provide constructive feedback to staff within four weeks of receiving their application.
- The Chair may make decisions on ethical matters from time to time in



cases where it is not possible to convene the Committee and such requests are reasonable. In these cases the Chair will advise the Committee at its next meeting. The Chair may seek advice on such decisions as is deemed necessary.

4. Complaints

- 4.1 The Committee shall
- receive complaints about research undertaken within the institution. (It is expected that complaints should be dealt with at the lowest level possible and that resolution between the parties should be sought.) Complaints may come from researchers, participants, colleagues or any other involved or concerned person
 - draw the complaint to the attention of the researcher, supervisor and/or manager
 - advise on actions to be taken to resolve the complaint
- 4.2 The supervisor and/or manager shall advise Research Ethics Committee of the outcome.
- 4.3 After each complaint, the Research Ethics Committee shall review its processes and documentation and identify whether there is an opportunity for amendments to process or policy.
- 4.4 The Research Ethics Committee shall report the outcome of all complaints to Academic Board on an annual basis

Note: The Committee is a peer review process and, as such, has no structural authority related to a person's employment, performance, or remuneration. It is appropriate for any such aspects to be dealt with through the person's own manager.

- 4.5 Complaints about research which are unresolved at Research Ethics Committee level and complaints about the Committee's decisions or processes shall be made in the first instance to the Committee with a request for the issue to be reconsidered. Dissatisfaction with such a second review, outcome or response, should be then referred to the General Manager Academic Services and arrangements be made to resolve the complaint following the guidelines used in AP0603 Resolution of Student Complaints.

5. Frequency of Meetings

- 5.1 Meetings will be held at least eight times per year. Meeting dates will be included in the Schedule of Meeting Dates.

Referral Documents Research Advisory Committee publications including application form Guidelines on Ethical Practices in Research

Delegation of Procedures

Approved by Chief Executive
Date: 22 September 2010

