



<b>SOP Title</b>	<b>CHIPER Vice-Chair Terms of Reference</b>
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<b>Approving Body</b>	RITHIM Organization Committee
<b>Responsible Officer</b>	Director (RITHIM)

## 1 INTRODUCTION

The Vice-Chair of the Committee for Harmonized Health Impact, Privacy and Ethics Review (CHIPER) supports the Chair to ensure that the rights, welfare, and privacy of research participants are adequately protected, and that the benefits of the research justify the risks to the research participants (see CHIPER SOP 1.1 CHIPER CHAIR Terms of Reference). The Vice-Chair reports to the CHIPER Chair and the Provincial RITHIM Committee (PRC). The Vice-Chair may perform the duties of the Chair in the event of the Chair’s absence or if the Chair has a conflict of interest regarding any protocol under review. There is no expectation that the Vice Chair will automatically succeed the Chair; in this regard, the position is not part of succession planning.

## 2 ROLE AND RESPONSIBILITIES OF CHAIR

### 2.1 Training in Areas Related to the Harmonized Review Process

The Vice-Chair provides documentation of relevant training, experience, and expertise for the role. The Vice-Chair keeps current on ethics and privacy literature as well as applicable regulations, guidelines, and policies governing research ethics board (REB) functions. When possible, the Vice-Chair attends relevant regional and national ethics-related meetings and conferences with the expectation that information gained through these fora will be shared with CHIPER, the RITHIM office, and other relevant parties.

### 2.2 Collaboration with the RITHIM Director and RITHIM Office Personnel

In collaboration with the Chair, the RITHIM Director, and the Research Ethics Officer, the Vice-Chair assists in the development of policies and procedures, and in the establishment of quality improvement mechanisms for CHIPER.

### 2.3 Recruitment, Orientation, and Evaluation of CHIPER Members

- 2.3.1 The Vice-Chair assists in the selection and orientation of new CHIPER members to ensure their effective participation on CHIPER.
- 2.3.2 The Vice-Chair serves as a resource for CHIPER members, RITHIM office staff, and researchers, and provides leadership and guidance in identifying opportunities for ongoing



development and education of CHIPER members, RITHIM office staff, and researchers and research staff.

2.3.3 The Vice-Chair participates in evaluating the performance of CHIPER members.

## 2.4 Quality Control of CHIPER Reviews

The Vice-Chair assists the Chair in ensuring that applicable regulations (e.g., TCPS2), guidelines, policies, and standards are consistently applied throughout the ethics and privacy review processes.

## 2.5 Review of Protocols

The Vice-Chair reviews protocols that qualify for expedited or delegated review (e.g., protocol deviations, centre applications), as delegated by the Chair.

# 3 RECRUITMENT AND APPOINTMENT OF THE VICE-CHAIR

## 3.1 General Guidelines for Recruitment and Appointment of the Vice-Chair

- 3.1.1 Following approval by PRC to proceed, the process for Vice-Chair recruitment and appointment will be led by the Chair of CHIPER, with assistance from the RITHIM Director.
- 3.1.2 To begin the recruitment process, the CHIPER Chair will request applications from current CHIPER members. An external call for nominations may be issued in parallel. The Terms of Reference for the Vice-Chair will be made available for information.
- 3.1.3 Nomination and application packages will include a curriculum vitae and an accompanying document outlining the nominee's relevant experience and background. In addition, where an individual has been nominated for the position of Vice-Chair, the nominee's willingness to be nominated shall be in writing and included.
- 3.1.4 The CHIPER Chair and RITHIM Director will carry out the review process, including face-to-face interviews and reference checks. The Chair and RITHIM Director will jointly make a recommendation to PRC.
- 3.1.5 Following approval by PRC, a letter of appointment will outline the terms of the appointment. Copies of the letter of appointment will be held by the RITHIM office and the candidate's department and/or affiliated institution, as appropriate.

## 3.2 Eligibility and Qualifications

- 3.2.1 Experienced (current or retired) REB members, researchers or clinicians from academic institutions or research centres will be eligible for appointment to the position of Vice-Chair.
- 3.2.2 In the recruitment of potential Vice-Chairs, the following shall be considered:
  - preferably has at least two years of experience as a reviewer on a research ethics and/or privacy review board;
  - experience in the conduct of research with humans;
  - knowledge of, and experience in, the current local research context, ethics and privacy;



- knowledge of ethics and privacy literature and debates, provincial, national and international guidelines, regulations, and policies and their application to the research overseen by CHIPER;
- willingness to learn and to continuously update knowledge and skills;
- expertise in the area of research under the mandate of CHIPER;
- personal and academic integrity;
- personal and professional interest and motivation in, and commitment to, the role of the Vice-Chair;
- sufficient time and availability to serve as the CHIPER Vice-Chair;
- willingness to work collaboratively with the Chair;
- willingness to work as part of a team, both in relation to CHIPER and the RITHIM office;
- ability to manage workloads in a timely manner;
- ability to positively represent CHIPER, Research Manitoba and its affiliates locally, regionally and nationally; and
- ability and willingness to undertake the Chair roles and responsibilities in the absence of the Chair.

### 3.3 Terms of Appointment

- 3.3.1 The Vice-Chair will be appointed by, and will report to, the CHIPER Chair and PRC.
- 3.3.2 Appointment as the Vice-Chair includes membership on CHIPER.
- 3.3.3 The Vice-Chair will be appointed for up to a three (3) year term, with possible renewal for a second term of up to three (3) years, for a total of up to six (6) years. The decision on appointment to a second term will be made by the CHIPER Chair in conjunction with PRC, taking into consideration the results of annual evaluations.
- 3.3.4 After serving two terms, any further appointments to the Vice-Chair position would be considered only after a three (3) year absence. Under special circumstances, term extensions may be considered on a case-by-case basis. Should this occur, the CHIPER Chair will describe the special circumstances and make a recommendation to PRC.
- 3.3.5 The Vice-Chair must maintain regular communication and contact with the RITHIM office. Workspace for the Vice-Chair will be provided as appropriate to facilitate an efficient working relationship between the Chair, Vice-Chair, and the RITHIM office staff.
- 3.3.6 The Vice-Chair must not occupy any administrative position or committee membership or other professional activity over the course of the Vice-Chair's term that may compromise the Vice-Chair's independence.
- 3.3.7 The Vice-Chair will be subject to, and participate in, an ongoing evaluation process throughout the term of appointment. This process will occur annually within one month of the anniversary of the Vice-Chair's start date. The evaluation process will be led by the Chair of CHIPER with administrative support from the RITHIM Director, in consultation with the Chair of PRC, and will involve input from CHIPER members, RITHIM office staff, relevant Research Manitoba staff, and the research community.  
In the event that a formal complaint against the Vice-Chair is put forward, the complaint will



be assessed by PRC and the Research Manitoba Board, and the necessary action will be taken, which could result in the immediate removal of the Vice-Chair from the position.

- 3.3.8 In the event that the Chair is unable to complete their term, the Vice-Chair will take on the role of Acting Chair until a replacement for the Chair is found.
- 3.3.9 The Vice-Chair is an ex-officio member of PRC.

### **3.4 Remuneration**

An honorarium will be provided based on the Vice-Chair's time commitment and duties.

### **3.5 Administrative Support to the Chair**

Administrative support to the Vice-Chair is provided by the RITHIM office.