

Australasian Pelvic Floor Procedure Registry (APFPR) Research and Data Sharing (RaDS) Committee

Terms of Reference

Version 1, 30 August 2024

1. Function of the APFPR Research and Data Sharing (RaDS) Committee

The Research and Data Sharing Committee is an advisory group responsible for ensuring Australasian Pelvic Floor Procedure Registry (APFPR) data supports research and report outputs of the highest quality. The Committee aims to do this by ensuring that:

- all applications for APFPR data by third parties are subject to review by clinicians/academics with expertise in pelvic floor procedures, as well as by the Monash University data custodian and biostatistician; and
- analyses performed by Monash University as part of a request by a third party have clinician input and review before they are shared externally.

RaDS Committee members will review and consider, approve, or recommend revisions to, requests to the APFPR for data sharing, and APFPR-produced analyses for reporting and/or publication.

2. Role of the Research and Data Sharing (RaDS) Committee

The specific role of the Research and Data Sharing Committee is to ensure appropriate clinical input is sought before any APFPR data is shared externally, and to review, and approve that every application for data and/or analyses of APFPR data is statistically and clinically sound.

3. General

3.1 Membership

Membership comprises of:

- Registry Custodian (Chair)/Steering Committee Chair
- Craft group representatives of the Steering Committee
- Other clinicians from the relevant craft groups, by nomination

Additional individuals or representatives of organisations/groups may be invited to join meetings, where appropriate. This will depend upon the nature of the research proposals being discussed, and will ensure that necessary stakeholders (e.g., consumer representatives, TGA representatives etc...) have the opportunity to comment on, and advise on matters relating to their area of expertise.

3.2 Tenure

All members have a vote with the APFPR Chair to cast the deciding vote.

Terms of appointment will be for the duration of three years, with the option of a further two years.

Outcomes of RaDs meetings will be incorporated into the Steering Committee agenda and papers where relevant.

4. Meetings

The Research and Data Sharing Committee will convene up to three times per year, with the frequency of meetings to be reviewed after the first 12 months.

The APFPR Chair or delegate will be responsible for chairing the meeting. Secretarial support will be provided by the APFPR.

A minimum of three clinician members (regardless of craft group) should be in attendance for the meeting to proceed.

Members will be eligible for financial reimbursement for their time at an hourly rate determined to be reasonable and used in other Monash University registry committees, and will need to submit their details (including meetings attended) to the Clinical Registries Officer, CORRP, Cheryl Grant (cheryl.grant@monash.edu) or a member of the APFPR operational team, to initiate the payment process, within the financial year.

Monash Professional and Academic Registry Staff will be invited to attend the meetings.

Minutes of these meetings should be taken and papers circulated 5 business days before the meeting.

Professor Susannah Ahern



30.08.2024

Chair, Steering Committee

Date