

Audit of the St George's University of London Research Ethics Committee (SGREC) 2020

Date proved by SGREC: 29th May 2020

Audit based on Research Ethics Support and Review in Research Organisations guidance of UK Research Integrity Office and Association of Research Managers and Administrators (2020).

Appendix 3. Audit tool aligned with core principles

1. Standard not met, 2. Standard met partially, 3. Standard almost met, 4. Standard fully met or exceeded

Independence	Grading 1-4	Evidence	Actions agreed
Ensuring that RECs include members from a wide range of disciplines and that RECs have members (which may include chairs) from outside the academic unit(s) covered by the committee	3	The list of the SGREC member, Institute of Medical and Biomedical Education – 1 member, Infection and Immunity -2, Molecular and Clinical Science – 1, JRES – 2, Research data management – 1	Next term need increase the diversity of SGREC with people from other institute such as Population Health, Joint Faculty, St George NHS Trust medical staff SOP for recruitment and training policy for SGREC created in May 2020
Establishing a constitution and terms of reference which guarantee each REC the freedom to make ethics judgements	4	Term of reference, Modus operandi, SOP updated in May 2020	No action needed
Including representation from groups external to the institution in RECs and other processes. For example, this may involve service users, members of faith groups or delegates from industry.	3	Member list of the SGREC, representation of home maker, students, lawyer We had two projects with local communities recently (bike kitchen, immigrants)	Next term need increase the diversity of SGREC with delegates from industry and local community
Having an overarching policy committee which sets consistent research ethics standards, monitors performance, appeals against REC decisions.	4	Term of reference, Modus operandi, SOP updated in May 2020	No action needed



Competence	Grading 1-4	Evidence	Actions agreed
Ensuring that REC membership includes ethics expertise across the range of research carried out by the institution	4	Member list of the SGREC, 2 members from JRES	No action needed
Recognising, through workload allocation or other compensations, that contributing to ethics review and other support processes is accepted institutional work	2	JRES members included the job description, other members?	Need regulation in place
Establishing standard operating procedures that are regularly reviewed	4	The SOP updated in May 2020, published on the website, publicly available	No action needed
Ensuring regular audits of formal review processes	4	Regular audit by University Research Committee for SGREC, low risk studies reviewed by the Research Ethics and Integrity Officer audit by SGREC, Modus operandi updated in May 2020	No action needed
Providing regular training for REC members and others providing research ethics support to ensure adequate expertise for supporting new and emerging research areas	4	Training is annually, last training in March 2020, provided by UKRIO	No action needed
Drawing on current national and international developments in research ethics to inform support and training for REC members and researchers.	4	ARMA, UKRIO guidance will distribute between SGREC members and it will be include into the training materials for Researchers	No action needed



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Facilitation	Grading 1-4	Evidence	Actions agreed	
Ensuring that procedures balance duties of care with enabling and supporting ethical research and innovation.	4	Research Ethics and Integrity Officer (REIO) provide consultation, dropin sessions, REIO contacted all institutes to offer Research Ethics presentation and workshop Advert prepared for the drop-in session	No action needed	
Providing training for researchers in ethics issues and in the policies and mechanics of ethics review, seeking to develop researchers' autonomy and skills in making reasoned ethics judgments.	4	Trainings, workshops will be provided by REIO Materials are already prepared	No action needed	
Progressing formal ethics review efficiently and rapidly, with appropriate analysis of risk and the associated proportionality of review, and mechanisms for expedited review.	4	Ethics review time frame, process established in SOP, Modus Operandi, Term of Reference	No action needed	
Achieving a good balance between the detail and the burden of completing applications for formal ethics review.	4	Website, templates update in May 2020	No action needed	
Making opportunities available for researchers to seek informal advice on ethics issues.	4	As the first section (workshop, drop-in session, etc)	No action needed	
Encouraging researchers to include the cost of preparation for ethics review when seeking funding.	4	JRES provides consultation for Researchers	No action needed	



Transparency & Accountability	Grading 1-4	Evidence	Actions agreed
Having a clear and easily accessible public statement of institutional policies and processes for maintaining high standards of research ethics	4	Available on the website	No action needed
Ensuring that there is a named officer of the institution who is the primary contact for research ethics matters	4	REIO is the Secretary of the SGREC, named Officer for primary contact, contact details provided on the website	No action needed
Maintaining consistent records of research ethics review and support processes that are made publicly available in a timely manner, while protecting sensitive data	4	SGREC Annual Report, Annual statement on Research Integrity	No action needed
Making regular reports, at least once a year, evidencing REC performance in responding to applications for formal ethics review	4	SGREC Annual Report, Annual statement on Research Integrity	No action needed

Summary of the scores (max/achieved):

Independence 16/14
Competence 24/22
Facilitation 24/24
Transparency & Accountability 16/16

Total 80/76 (95%)

Our SGREC is 95 % archiving the requirements of UK Research Integrity Office and Association of Research Managers and Administrators (2020).