**Terms of Reference**

|  |  |  |
| --- | --- | --- |
|  | | |
| **Data Safety and Monitoring Boards & Alternatives safety oversight in Research** | | |
| Committee Monitoring: Clinical Trials Advisory Committee | **Review Date:** | *month 20xx* |

| **1.0** | **Purpose** |
| --- | --- |
| **1.1** | Data Safety and Monitoring Boards are multi-disciplinary groups of researchers, academics and clinicians that are established for a specific clinical trial or research project. DSMBs review accumulating data, in order to monitor the safety, conduct and progression of investigator-initiated clinical trials sponsored by Gold Coast Hospital and Health Service (GCHHS).  The purpose of a DSMB/Alternatives is to:   * Provide safety oversight of clinical trials sponsored by GCHHS * Assess the safety and efficacy of interventions performed during a clinical trial thereby safeguarding the interests of research participants and monitoring the research. * Decide whether to continue or terminate a clinical trial, and determine whether amendments to the protocol or changes in study conduct are required * Promptly provide and communicate recommendations to the Coordinating Principal Investigator/Principal Investigator and the Human Research Ethics Committee (HREC). |

| **2.0** | **Scope and Functions** |
| --- | --- |
| **2.1** | The scope and function of the DSMB includes:   * provide safety oversight of research and clinical interventions on behalf of GCHHS * monitor evidence for treatment differences in main efficacy outcomes measures * monitor trial conduct and compliance with the research protocol by participants and investigators * monitor evidence for treatment harm (e.g., Serious Adverse Events, toxicity data, deaths) * assess data quality, including completeness (and by doing so encourage the collection of high-quality data) * provide recommendations on whether the research or trial can continue to recruit participants; or whether recruitment should be terminated, either for all participants or for some treatment groups and/or some participant subgroups * advise on protocol amendments (e.g., to inclusion criteria, trial endpoints or sample size) * consider ethical implications of any recommendations made to the Coordinating Principal Investigator * assess the impact and relevance of external evidence surrounding the research intervention * functions in accordance with the trial DSMB Charter and GCHHS procedures for Data Safety Monitoring Boards and Alternatives |

| **3.0** | **Membership (Positions held only)** |
| --- | --- |
| **3.1** | The minimum requirement for a DSMB are as follows\* (minimum of three members, minimum of 1 Accredited Consultant from the relevant field required):   1. A qualified expert to assess the clinical aspects of efficacy monitoring in the relevant field – Senior Medical Officer or Senior clinician from 2. A qualified expert to assess the clinical aspects of safety monitoring in the relevant field - Senior Medical Officer 3. Senior Medical Officer/Junior Medical Officer/Scientist/Senior Allied Health Practitioner/Pharmacist/Senior Nurse/Biostatistician/Methodologist – a member with experience in clinical trials 4. Biostatistician – a qualified member with biostatistical expertise 5. Research Development Officer – Research Monitoring – at least member with prior experience in serving on a DSMB   \*A member may fulfil more than one of these requirements. Larger trials may require more members, a total of seven or nine members (odd numbers) will be sought. |
| **3.2** | Other staff members are invited on an ad hoc basis for the open session of the DSMB meeting only\*:  Members of the Trial Management Group (TMG)/Trial Steering Committee (TSC), Investigators, Scientists, Clinical Trials Pharmacists, Clinical Research Coordinators, Study Coordinators, Research Nurses, Trial Statisticians, Allied Health Practitioners, Senior Nurses, Clinicians from external organisations, Academic Investigators/University Staff and representatives from product manufacturing companies (biotechnology, pharmaceuticals and medical devices) and members of the Office for Research Governance and Development, as required.  *\*****Ad-hoc attendees are restricted from viewing unblinded clinical trial data and participating in discussions of efficacy and safety data by treatment group.*** |

| **4.0** | **Chairperson (Position held only)** |
| --- | --- |
| **4.1** | Senior Medical Officer with scientific and clinical expertise relevant to the indication being studied will act as the DSMB Chair. |

| **5.0** | **DSMB Coordinator (Position held only)** |
| --- | --- |
| **5.1** | *Insert* [Clinical Trial Project Manager/Senior Clinical Trial Coordinator or Research Monitoring Officer for 12 months] |

| **6.0** | **Reporting Relationships** |
| --- | --- |
| **6.1** | The DSMB reports recommendations to the Human Research Ethics Committee and Coordinating Principal Investigator/Principal Investigator.  Aggregate reports reflecting the outcome of DSMB meetings are reported through the Clinical Trials Advisory Committee to the Clinical |

| **7.0** | **Frequency of Meetings** |
| --- | --- |
| **7.1** | *Insert frequency of meetings as per clinical trial protocol. Each DSMB should meet annually, as the minimum number of meetings*. Subsequent meetings will be scheduled to coincide with specific interim analysis and participant recruitment to the trial. Ad-hoc meetings as permitted at the request the DSMB Chair. |

| **8.0** | **Quorum** |
| --- | --- |
| **8.1** | A quorum will comprise of 3 members. Decisions at meetings are only valid if a quorum is attained. |

| **9.0** | **Agenda Items** |
| --- | --- |
| **9.1** | Standing items are:   1. Review of clinical trial data related to safety, data related to efficacy and trial conduct 2. Review of data on participant recruitment, accrual, retention as well as assessment of data quality, completeness and timeliness. 3. Review of relevant information such as scientific or therapeutic developments that may have an impact on the safety of the participants or the ethics of the study |

| **10.0** | **Minutes** |
| --- | --- |
| **10.1** | Minutes shall be disseminated to all members within 5 working days of the meeting. |
| **10.2** | DSMB letters will be signed by the DSMB Chair and forwarded to the Coordinating Principal Investigator/Principal Investigator for reporting to the Human Research Ethics Committee and dissemination amongst the Trial Management Group (TMG)/Steering Committee (TSC) and Site Investigators. |
| **10.3** | DSMB meeting minutes, letters and reports will made available to the Clinical Trials Advisory Committee, relevant Clinical Governance Committee, or Executive or Board Committee l upon request. |

| **11.0** | **Access to Information / Confidentiality** |
| --- | --- |
| **11.1** | Members of the committee have the right to access information and documents relevant to issues being considered within the terms of reference. It is acknowledged that certain issues being examined may be of a confidential and/or sensitive nature, which will require members of the committee, and the DSMB Coordinator, to exercise utmost tact and discretion and ensure any confidential information will remain confidential. |

| **12.0** | **Out-of-Session Functions of the Committee** |
| --- | --- |
| **12.1** | The DSMB Chair will acknowledge the receipt and review of the following safety reports: serious adverse events (SAEs), serious adverse device effects (SADEs), significant safety issues (SSI), suspected unexpected serious adverse reactions (SUSAR), urgent safety measures (USMs). The Chair may trigger ad-hoc meetings to address accumulating safety data in a timely matter. |

| **13.0** | **Consumer Engagement** |
| --- | --- |
| **13.1** | Consumer engagement in the conduct of clinical trial is encouraged, the following resources are recommended for use [Consumer involvement and engagement toolkit (clinicaltrialsalliance.org.au)](https://involvementtoolkit.clinicaltrialsalliance.org.au/). |

| **14.0** | **Periodic Performance Review** |
| --- | --- |
| **14.1** | The DSMB will consider the function and operating principles of the DSMB as part of the broader review clinical trial each April, to coincide with the submission of the [HREC/RGO Annual Progress Report](https://healthtranslationqld.org.au/web/uploads/Research-Governance-and-Facilitation/HTQ_HREC_RGO_AnnualProgressReport_FinalReport_v3.pdf). |
| **14.2** | Key Performance Indicators (KPI) for the DSMB/alternatives are:   1. DSMBs or suitable alternatives established for clinical trial conducted under the TGA Clinical Trial Notification (CTN) Scheme 2. Formation of a DSMB before trial commences 3. Timely meetings and submissions of reports to HREC/PI/TSG and participating clinical trial sites 4. Ad-hoc meetings for interim analyses 5. Timely reviews of reported serious adverse events (SAEs), serious adverse device effects (SADEs), significant safety issues (SSI), suspected unexpected serious adverse reactions (SUSAR), urgent safety measures (USMs).   Measures of DSMB effectiveness:   * 100% review and acknowledgement of reported serious adverse events (SAEs), serious adverse device effects (SADEs), significant safety issues (SSI), suspected unexpected serious adverse reactions (SUSAR), urgent safety measures (USMs). * 100% submission of annual safety reports for clinical trials requiring a DSMB, submitted to the reviewing Human Research Ethics Committee. * Timely submission of DSMB recommendations or modification requests adopted by Coordinating Principal Investigators/Principal Investigators or the Trial Management Group (TMG)/Trial Steering Committee (TSC). |