



Document Title	Provincial RITHIM Committee Terms of Reference
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Approving Body	Provincial RITHIM Committee
Responsible Officer	Director, RITHIM

1.0 INTRODUCTION

- 1.1. Research Improvements Through Harmonization in Manitoba (RITHIM) is a new provincial program and operational division within Research Manitoba. The purpose of RITHIM is to streamline the review processes for ethics, privacy, and impact reviews related to health research to improve time to conduct for health research in Manitoba. This will be accomplished by creating a single electronic portal for research applications and administration and by harmonizing the ethics, privacy and impact reviews needed to conduct health research.
- 1.2. The primary responsibility of the Provincial RITHIM Committee (PRC) is to support the creation and provide oversight over RITHIM. The PRC is a subcommittee of the Research Manitoba Board of Directors. The PRC reports through its Chair to the Research Manitoba Board of Directors.
- 1.3. The PRC will advise and oversee the Committee for the Harmonization of Health Impact, Privacy, and Ethics Review (CHIPER) to enable and support its role as a provincial research ethics board. Although PRC does not oversee the provincial Health Research Privacy Committee (PHRPC), it will oversee the administrative support provided by Research Manitoba (RITHIM division) to support PHRPC in performing its role efficiently and effectively under the Personal Health Information Act (PHIA).



2.0 PURPOSE

- 2.1. The purpose of the PRC is to ensure the independence, quality and harmonization of reviews conducted by CHIPER. The PRC will support the efficiency and effectiveness of the harmonized approach to ethics, privacy, and impact review of health research in Manitoba.
- 2.2. The responsibilities of the PRC are to:
 - 2.2.1. Make recommendations on the proposed strategic directions and priorities for RITHIM;
 - 2.2.2. Review and make recommendations on RITHIM's annual goals and objectives and performance metrics and management of risk based on monitoring and information reports provided by Research Manitoba (RITHIM Division);
 - 2.2.3. Provide advice and recommendations to the Research Manitoba Board and CEO regarding general RITHIM policies relating to human health research and the effects of these policies on institutions, investigators, research administrators, patients, and other stakeholders;
 - 2.2.4. Provide annual reports to the Research Manitoba Board in alignment with Research Manitoba's annual reporting schedule;
 - 2.2.5. Review special policies and/or procedures adopted by CHIPER;
 - 2.2.6. Recommend to the Research Manitoba Board the appointment of Chairs, Vice-Chairs, and members to CHIPER;
 - 2.2.7. Oversee annual performance evaluation of the CHIPER Chairs and report the results to the Board;
 - 2.2.8. Act as an appeal body of CHIPER decisions in accordance with approved policies for appeals; and
 - 2.2.9. Meet quarterly with additional meetings as required at the call of the Chair.

3.0 MEMBERSHIP

- 3.1. Administrative support to the PRC will be provided by the Research Manitoba CEO or designate.
- 3.2. All members are required to complete or provide proof of completion of the TCPS2 CORE (Course on Research Ethics) online tutorial. Members are able to continue to perform their required duties without these certificates. However, these training requirements must be complete as soon as reasonably possible after being appointed to the committee. Access to training will be supported by RITHIM staff.



4.0 TERMS OF APPOINTMENT

- 4.1. To maintain continuity, terms will be staggered so that approximately one third shall have a term of one year, one third for two years and one third for three years.
- 4.2. A member may withdraw at any time upon written notification to the Chair of Research Manitoba's Board.

5.0 MEETINGS

- 5.1. Meetings may be held in person, by teleconference or videoconference.
- 5.2. At least one meeting per year should be held in person if quorum can be ensured.

6.0 REPORTING

- 6.1. The PRC shall provide an annual report on RITHIM which shall include CHIPER and PHRPC to the Research Manitoba Board.

7.0 COMPENSATION

- 7.1. Members will be reimbursed for reasonable travel and accommodation expenses incurred to attend meetings (including, but not limited to, expenses for economy class airfare, accommodation, meals, mileage, rental cars, parking, couriers, telephone calls, facsimiles, and internet access, but excluding alcohol and personal entertainment).
- 7.2. All expenses must be approved in accordance with Research Manitoba policies regarding such expenses.
- 7.3. Members will not receive compensation for their work as members of the Committee.