
Call for Nominations Chair of the Ontario Cancer Research Ethics Board

Are you interested in a unique leadership challenge in the area of cancer research ethics? The Ontario Cancer Research Ethics Board (“OCREB”) Advisory Committee, on behalf of the Board of Directors of the Ontario Institute for Cancer Research (OICR), is calling for nominations for the Chair of OCREB. The OCREB Chair (“Chair”) reports through the OCREB Advisory Committee to the OICR Governance Committee and OICR Board. The position is part-time (up to two days per week) and would take effect September 1, 2019. The initial appointment is for a three-year term, renewable once.

The Ontario Cancer Research Ethics Board

Now into its 15th year of operation, OCREB was a pioneer in establishing a centralized model of ethics review for cancer trials in Ontario, which has become widely respected in the research ethics and research communities. As a centralized expert oncology research ethics board, OCREB provides robust ethical reviews of multi-centre cancer clinical trials while streamlining the process. OCREB serves 28 of 29 Ontario institutions that conduct multi-centre cancer clinical trials, including pediatrics. For more information on OCREB, go to ocreb.ca.

Responsibilities of the OCREB Chair

The Chair has a unique opportunity to work not only with OCREB members, but also with investigators and institutional representatives across Ontario to ensure that the rights and welfare of participants in cancer clinical trials are adequately protected. In this leadership role, the Chair has ultimate responsibility for assuring that OCREB operates in accordance with all applicable regulations, guidelines and policies governing REBs. The Chair also works closely with the OCREB Advisory Committee and the OCREB Executive Director on the strategic direction and goals of the program, as well as on stakeholder relations and quality management activities. Administrative support to the Research Ethics Board (REB) and to the Chair is provided by the OCREB office.

Qualifications

The ideal candidate is an experienced REB Chair or REB member and/or a researcher from an academic institution, research centre or relevant government agency. A clinician with experience in clinical research and particularly in oncology would be desirable but is not a requirement for this position. The ideal candidate will demonstrate interest in and commitment to the role; a willingness to learn and continuously update knowledge and skills; teamwork and professionalism; the ability to manage workloads in a timely manner; and the ability to positively represent OCREB at local, regional and national levels, grounded in extensive knowledge of relevant guidelines, regulations, and policies and their application to research and research ethics. In addition, the ideal candidate will be familiar with web-based systems and/or have the ability to adapt to the current web-based processes.

Nomination Process

Nominations will be accepted up to end of day December 10, 2018. Nomination packages must include a *curriculum vitae* and cover letter summarizing the nominee’s relevant experience and background, and clearly indicating the nominee’s willingness to be nominated. Nominations should be sent to:

Dr. Jim Wright
Chair, OCREB Advisory Committee
c/o Janet Manzo
Executive Director, OCREB
E-mail: janet.manzo@oicr.on.ca
Telephone: (416) 673-6636

For additional information, please refer to the appended Terms of Reference - OCREB Chair.

TERMS OF REFERENCE CHAIR, ONTARIO CANCER RESEARCH ETHICS BOARD

1. INTRODUCTION

The Ontario Cancer Research Ethics Board (OCREB) Chair (“Chair”) works with its Research Ethics Board (REB) members, institutional officials and investigators at institutions using OCREB, to ensure that the rights and welfare of research participants are adequately protected, and that the benefits of the research justify the risks to the research participant. The Chair works with and through the REB to review, propose modifications to, approve, reject or terminate any proposed or ongoing research involving human participants. The Chair has ultimate responsibility for assuring that OCREB operates in accordance with all applicable regulations, guidelines and policies governing REB functions. The Chair provides leadership to the REB, and maintains the integrity and confidentiality of the ethics review process. In the event that the Chair is not able to fulfill all or some of his or her duties, the Vice-Chair will assume the Chair’s responsibilities.

The Chair reports through the OCREB Advisory Committee to the OICR Governance Committee and OICR Board.

Remuneration will be provided based on time commitment.

Administrative support to the REB and the Chair is provided by the OCREB office.

2. ROLES AND RESPONSIBILITIES OF THE CHAIR

- 2.1. Provides documentation of relevant training, experience and expertise for the role. Keeps current on ethical literature as well as applicable regulations, guidelines and policies governing REB functions. Attends relevant regional and national ethics-related meetings and conferences with the expectation that information gained through these forums will be shared with OCREB, the OCREB office, and other relevant parties. The OCREB office will support such activities as appropriate, based on availability of funding and other practical considerations (e.g., timing, conference location).
- 2.2. Works with the OCREB Executive Director and the Research Ethics Officer in establishing and updating OCREB policies and standards, and in the establishment of quality improvement mechanisms for OCREB. Advises OICR directly or through the Executive Director or the OCREB Advisory Committee (as appropriate) on policies and procedures to enhance human research participant protections.
- 2.3. Is responsible for nominating new OCREB members for ratification by the OCREB Advisory Committee, and orientation of new OCREB members.
- 2.4. Serves as a resource for OCREB members, OCREB office staff and researchers, and provides leadership and guidance in identifying opportunities for ongoing development and education of OCREB members, OCREB office staff and researchers/research staff, including participation in the monthly teleconferences with OCREB-affiliated centres.

- 2.5. Participates in evaluating the performance of OCREB members and office staff.
- 2.6. Ensures that applicable regulations, guidelines, policies and standards are consistently applied throughout the ethics review processes.
- 2.7. Is responsible for the overall quality of the ethics review, including full REB and delegated reviews.
- 2.8. Ensures that projects accepted for review are consistent with the OCREB mandate.
- 2.9. Chairs the monthly OCREB meetings. When the research application receives a full Board review the Chair will ensure that:
 - the reviewer(s) are selected with due regard for the experience and expertise;
 - the meeting does not proceed unless quorum is met and maintained, and the members present collectively have the appropriate expertise, skills, knowledge and perspectives to review the research projects assigned for review at that meeting;
 - any conflicts of interest involving OCREB members are identified and managed appropriately;
 - all of the pertinent elements of an ethics review are considered during OCREB's deliberations;
 - all members of OCREB feel free to, and regularly do or are encouraged to, participate in discussions of research projects under review;
 - when decisions are reached through a vote, the Chair will ensure that the vote is conducted properly and in accordance with OCREB SOPs. The Chair generally abstains from voting except to break a tie vote, unless he/she is fulfilling one of the required REB capacities to meet quorum;
 - the minutes of the meeting are an accurate reporting of the meeting, revised as necessary and approved by the OCREB members; and
 - the decisions of OCREB are clearly communicated to the investigator.
- 2.10. When the research application receives a delegated review, the Chair will ensure that:
 - the reviewer(s) are selected with due regard for the experience and expertise;
 - the process for delegated review authorized by OCREB is followed; and
 - the results of the review are accurately recorded in the records of OCREB and communicated clearly to the investigator.
- 2.11. Holds the final responsibility for all decisions related to initial and ongoing review and approval of projects overseen by OCREB. Meets with researchers and affiliated institutional representatives as required in relation to projects submitted for initial and ongoing review.
- 2.12. Represents OCREB in its interactions with applicants and investigators. Fosters collaborative relationships and effective communication with OCREB stakeholders including, but not limited to OCREB members, OCREB office staff, relevant OICR personnel, researchers, institutional administration, local REBs, the OCREB Advisory Committee, professional associations, study sponsors, and government agencies.
- 2.13. Determines exceptions to standard procedures and reports such circumstances or decisions back to OCREB and/or the affiliated institution and/or OICR as appropriate.
- 2.14. While respecting the integrity, confidentiality and independence of the ethics review process, communicates to OCREB and/or appropriate institutional representatives and/or OICR, any matter that may be of concern to the responsible conduct of research by researchers at its affiliated institutions.
- 2.15. Delegates duties to the Vice-Chair as necessary and appropriate.
- 2.16. Assists and promotes the Vice-Chair in fulfilling his or her responsibilities.
- 2.17. Serves as an ex-officio member of the OCREB Advisory Committee.

3. RECRUITMENT AND APPOINTMENT OF CHAIRS

3.1. General Guidelines for Recruitment and Appointment of Chairs

- 3.1.1. The process for the Chair recruitment should start at least six months prior to the anticipated effective date of the appointment.
- 3.1.2. The recruitment process will be led by the Chair of the OCREB Advisory Committee or designate, with assistance from the OCREB Executive Director.
- 3.1.3. To begin the recruitment process, the Chair of the OCREB Advisory Committee or designate will call for nominations from the current OCREB members, from all OCREB-affiliated institutions and from national ethics-related associations (e.g., CAREB). The Terms of Reference for the Chair (this document) will be available for information.
- 3.1.4. Nominations will be accepted up to a deadline of at least one month following the announcement. Nomination packages will include a curriculum vitae and an accompanying document outlining the nominee's relevant experience and background, and will clearly indicate the nominee's willingness to be nominated.
- 3.1.5. A search and selection committee will carry out the review process, including reference checks, and make a recommendation to the OCREB Advisory Committee. The search/selection committee will be composed of the following membership. A member may fulfill up to two roles of the selection committee membership requirements. (**Note:** any applicant for the position of Chair shall not serve as a member of the search and selection committee):
 - At least the Chair of the OCREB Advisory Committee;
 - At least one researcher in the general area of research under the mandate of OCREB;
 - At least two OCREB members, including the Vice-Chair where possible;
 - One representative from the Canadian Cancer Clinical Trials Network (3CTN);
 - The Executive Director, OCREB;
 - One representative from the senior executive of OICR.
- 3.1.6. The OICR Board of Directors is responsible for providing a letter of appointment to the OCREB Chair.

3.2. Eligibility and Qualifications

- 3.2.1. Experienced (current or retired) REB members, researchers or clinicians from academic institutions, research centres or relevant government agencies, will be eligible for appointment to the Chair.
- 3.2.2. In the recruitment of potential Chairs, the following will be considered:
 - Knowledge of, and demonstrated experience in, the current local research context, ethics and policy development;
 - knowledge of ethical literature and debates, provincial, national and international guidelines, regulations, and policies and their application to the research overseen by OCREB;
 - preferably at least two years' experience on an REB;
 - Expertise in the area of research under the mandate of OCREB;
 - Experience with committee work, especially acting as a Chair;
 - Willingness to learn and to continuously update knowledge and skills;
 - Ability and willingness to work as part of a team, both in relation to the REB and the OCREB office;
 - Personal and professional interest and motivation in, and commitment to, the role of the REB Chair;
 - Ability to manage workloads in a timely manner;

- Ability to positively represent OCREB, OICR, and its affiliates locally, regionally and nationally;
- Willingness to work collaboratively with the Vice-Chair(s);
- Ability and willingness to undertake Chair Roles and Responsibilities, as defined in Section 2 above.

3.3. Terms of Appointment

- 3.3.1. The Chair will be appointed by, and will report to the OICR Board of Directors through the OCREB Advisory Committee and the Governance Committee of the OICR Board.
- 3.3.2. The Chair will be appointed for a three (3)-year term with possible renewal for a second term of up to three years, for a total of up to six (6) years. Recommendations on Chair re-appointment to a second term will be made to the OICR Board by the OCREB Advisory Committee based on the results of the evaluation process outlined below.
- 3.3.3. After serving two terms, any further appointments to the 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 OCREB Advisory Committee will describe the special circumstances and make a recommendation to the OICR Board of Directors.
- 3.3.4. Newly appointed Chairs generally will assume their responsibilities on September 1. When an existing Chair is unable to complete his or her term, the start date for the incoming Chair will be negotiated accordingly.
- 3.3.5. The Chair must maintain regular communication and contact with the OCREB office. Workspace for the Chair will be provided to facilitate an efficient working relationship between the Chairs and the OCREB office staff.
- 3.3.6. The Chair must not occupy any administrative position or committee membership or other professional activity over the course of his or her term that may compromise the independence of the ethics review process.
- 3.3.7. The Chair will be subject to – and will participate in – an ongoing evaluation process throughout his or her term. This process will occur within three months of the initial appointment and then annually:
 - The Chair evaluation process will be led by the Chair of the Advisory Committee with administrative support from OICR and will involve input from OCREB members, OCREB office staff and relevant OICR staff, and may involve members of the research community;
 - The Chair will provide an annual report to the OCREB Advisory Committee outlining his or her personal successes and challenges over the course of the year and any outstanding issues or concerns;
 - In the event that the results of the evaluation of the Chair necessitate that he or she be immediately removed from the position, the Vice-Chair of the REB will assume responsibility until a new Chair is appointed;
 - In the event that a formal complaint against the Chair is put forward, the complaint will be assessed by the OCREB Advisory Committee and the OICR Board, and the necessary action will be taken, which could result in the immediate removal of the Chair from the position;
 - The outgoing Chair will agree to be available on an as-needed basis for consultation and advice to the incoming Chair and OCREB office staff for a period of one month prior to, and up to 6 months after, the end of his or her term.