

SCHOOL OF MEDICINE AND DENTISTRY
EDUCATIONAL RESEARCH ETHICS COMMITTEE (EdREC)

Remit of the Committee

To scrutinise all requests from researchers to the School of Medicine and Dentistry for educational studies involving access to staff, students and documentation.

Terms of Reference

- To protect the interests of potential research subjects, both staff and students.
- To give ethical approval of educational research undertaken within the School of Medicine and Dentistry
- To ensure responsible / professional attitudes and behaviour towards educational research.
- To promote professional responsibility, accountability and good practice within the educational research domain.
- To promote co-ordination of educational research proposals across the School of Medicine and Dentistry
- To provide feedback for non-approval.
- To liaise with other ethics committees and appropriate groups
- To co-opt particular expertise as necessary.

Membership

Chair	Deborah Murdoch Eaton , Medical Education Unit
members	Michael Manogue (deputy chair)
	Rob Baker
	John Sandars
	Vikram Jha
	(other members to be co-opted if particular expertise required)

Functions of the EREG

- It is a requirement that all *educational research proposals* involving access to staff, students or medical / dental school documentation are presented to the EdREC,. If an educational research proposal involving staff, students or medical /dental school documentation has been submitted and approved by an LREC, a copy of the approved documentation must be submitted to the EdREC for their records.

- The EdREC will scrutinise all educational research proposals involving members of staff or students of the School of Medicine or Dentistry. It has the authority to approve or reject the proposed research on behalf of the Schools' Learning and Teaching committees
- It is expected that student projects will have been scrutinized by their supervisors and/or the relevant Course Management Team prior to consideration by the group. Projects will *only* need to be seen by the EdREC when these projects exceed that which would normally be considered part of the programme of study (eg undergraduate SSC) and would not normally be submitted for ethical committee approval. Supervisors and the CMT are required to maintain their professional ethical standards in ensuring that student projects are where appropriate submitted to the appropriate ethical committee (either LREC or EdREC).
- All submissions will be scrutinized by 2 members of the EdREC. Decisions to approve a project need to be unanimous. Where unanimity is not reached, the proposal must be referred to the chair, or a third member of the committee. The final decision will be after a consensus discussion and may require resubmission after amendment of the proposal.
- If a proposer of a project disagrees with the decision of the EdREC to reject the proposal, the researcher may ask that it be referred to the Faculty research ethics committee
- The EdREC may in exceptional circumstances call upon any other person they consider suitable to assist them with their task.
- The chair may grant ethical approval or screen projects before dissemination to the EdREC;
 - To give approval in respect of revisions required of a researcher to a proposal previously submitted to the EREC. The chair may require such revised proposals to be seen again by the full group / previous reviewers.
 - When the project being submitted is actually course evaluation and thus should be considered by the relevant CMT / phase committee / medical or dental school committee
 - Undergraduate educational projects, to consider if they are outside the remit of normal course work, and thus required to be submitted to complete review
- All members of the EdREC will observe conventions concerning confidentiality of information submitted to the group.
- The EdREC will provide a written report annually and a verbal report quarterly to the Faculty research ethics committee.
- Minutes of the EdREC shall be made available to both the Faculty research ethics committee, and the Medical and Dental SLTCs.

Meetings / format of reviewing procedures

The EdREC will consider proposals monthly throughout the academic year, with the exception of the month of August. Proposals will be required to be submitted electronically by the end of the calendar month, and distributed to 2 members of the committee, designated by the Chair or his/her deputy. The EdREC intend to reach and disseminate decisions, as far as possible, within 2 weeks. Face to face meetings will be arranged as required .

Complaints Procedure

Participants in research have the right to appeal to the Chair of EdREC, in writing. The full group will discuss any complaint addressed by a participant to the chair of the EREC. Where a complaint or appeal cannot be dealt with to the satisfaction of both the participant and the committee, then the matter will be referred to the Faculty research ethics committee

Administrative Support

This will be provided by the MEU.

All documentation will be available on the relevant School's websites, and may be obtained electronically additionally from the administrative support.

*D Murdoch Eaton, Chair Education Research Ethics Committee
Professor of Medical Education, Medical Education Unit.*