





Research Governance at the BSO

* foster accountability in research at the BSO.

- $\boldsymbol{\diamondsuit}$ number of key stakeholders in student research process
- to include:

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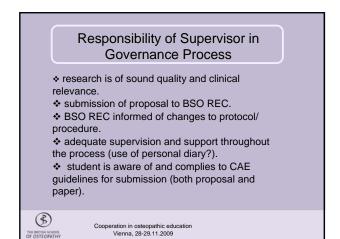
* researcher/ student.

participants.

- ✤ sponsor of the research (BSO).
- ✤ approving ethics committee (BSO REC).

supervisor.

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BSO REC BSO Research and Ethics Committee currently meets twice per year to consider undergraduate and postgraduate research applications. all students required to submit application, signed by supervisor as part of CAE Unit. $\boldsymbol{\diamondsuit}$ signing the application signifies your agreement with respect to quality and continued supervision. Application form and guidance. database of applications to trace progress and recommendations made by the committee.

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Dear XXXX, **BSO Research Ethics committee**

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- BSO Research Ethics committee Further to your volunteer work as a member of the BSO Research Ethics Committee, I am happy to agree this arrangement until such time as you feel the need to step down from the committee. The intention of this arrangement is that you will be a member of the School's Research Ethics Committee, and the School will benefit from your support on the committee. There is no obligation on you to attend for any meeting. Sam Keeping, (Research Administrator and Secretary to the Committee) will liaise with you directly about the Schedule of meetings and will supply papers for the meeting. Personal liability for work completed as a member of the committee is insured under the School's insurance policy. Actual excenses relating to travel to and from the BSO will be paid on the production
- Lunder the School's insurance policy. Actual expenses relating to travel to and from the BSO will be paid on the production of receipts, to the value of a second class return ticket. Please note that travel expenses, where paid, will not include travel using taxis or first class fares, and should reflect that the best price has been sought for the journey. Please liaise with Sam Keeping in order to process your travel expenses. This agreement reflects the hopes and intentions of the volunteer and the BSO, and is not contractually binding in any way on either party. Thank you for your contributions to date and for all that you bring to the Ethics Committee, it is a valuable and generous contribution of your time to the School. Yours sincerely.
- Yours sincerely Nina Waters

- Head of HR & Business Development Tel: 020 7089 5308
- E-mail: n.waters@bso.ac.uk

Terms of Reference

- To be responsible to Academic Council:

- To be responsible to Academic Council: To protect and safeguard the welfare of patients and all research participants Examine undergraduate, postgraduate and other research proposals regarding ethical suitability to be undertaken under the auspices of the institution and in related osteopathic contexts To keep up-to-date with research ethics and the broader research environment, developing and amending strategy and policy for research proposal approval To resource researching patterns of insure to the Sonier
- To report any concerns regarding patterns of issues to the Senior Management Team and Academic Council Provide ethical advice for researchers as required or requested
- To produce an annual report

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OSTEOPATHY

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Membership

- Dr Jo Zamani (Chair), Research and Development Manager* Penny Conway (Vice Chair), Clinic representative, Osteopath Will Podmore, Librarian Steven Vogel, Vice Principal, Researcher, Osteopath Hilary Abbey, CAE team, Clinic representative, Osteopath Alan Ruben Chair NHS REC, Retired GP* Carol Reid Patient representative, Trustee* Stuart Walfer (Recently Retired External) Margraret Wolff Lay member (Lecturer in Ethics • •

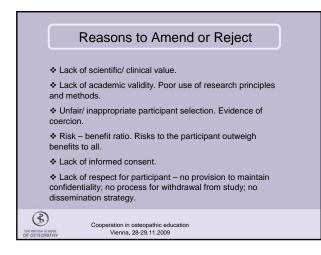
- Margaret Wolff, Lay member, Lecturer in Ethics Paul Grant, Solicitor, Non-practising Osteopath Donna Clift-Williams, POS lecturer, Osteopath •

Sam Keeping BSO REC Secretary

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	BSO RE	EC O	utcon	nes	
		2008		2009	
	Outcome	Ν	% of total	N	% of total
	Supervisor/ Chair Amendments	19	36.5	35	48.6
	Resubmit to Chair or designated REC member	12	23.1	16	22.2
	Resubmit to BSO REC	17	32.7	15	20.8
	Accepted with student amendments	4	7.7	6	8.3
	Total	52		72	
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Ethics Checklist

Question relevance and academic quality of proposal.

Appropriate use of methodology, statistics. Is the questionnaire well designed? Will it collect meaningful data?

Participant selection. Reliance on participants already known to student?

Harm minimisation. Benefits outweigh potential risks.

Informed consent using standard BSO pro forma.

Protect confidentiality, data protection and storage, permission given to withdraw from study, clear dissemination strategy.

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