



JAG research committee Terms of reference

Version	Description	Key changes
0.1	Draft discussed at BSG meeting	N/A
0.2	Changes made following comment from JAG clinical leads	Various
0.3	Version for review and sign off by JAG chair	
1.0	Version published	

Introduction

The JAG ensures the quality and safety of patient care by defining and maintaining the standards by which endoscopy is practised.

The JAG research committee (JAG-RC) oversees all matters relating to JAG research including data publication from each of the areas of JAG activity. It will provide oversight of all research and data requests.

Aims and Objectives

The research group has the following aims and objectives:

- To enable the sharing, communication and publication of data obtained by JAG
- To provide high-level guidance on all matters pertaining to JAG research activities
- To provide advice in relation to research that is of interest for national policy and/or requires access to databases that are managed by the JAG
- To review research, evaluation and audit applications and their resource implications to facilitate important projects
- To support and advise on grant applications
- To ensure that appropriate ethics approval has been obtained and that issues around patient consent, if required, are addressed
- To oversee data security to ensure access to the data is appropriate. This will be supported where appropriate by a research governance lead/ advisor
- To ensure research governance protocols are followed by any group using JAG data
- Ensure that the research, evaluation or audit does not adversely affect the upload of data from services or the work of the JAG in supporting services
- To review the scientific merit and feasibility of research, evaluation and audit applications, and requests for data, and their impact on the endoscopy service
- To produce recommendations for action following consideration of applications
- To assess possible areas of duplication with other projects, and to provide liaison between research groups considering similar projects
- To ensure that the endoscopy service is informed of research outcomes in a timely manner
- To receive regular updates and final project reports from research groups
- To maintain a database of all applications and outcomes regardless of their scale
- To make a decision on all applications to allow JAG office to inform applicants of the outcome of their request within four weeks of application

Ethical Issues

- It will be a condition of acceptance of applications that relevant (local and/or national/international) ethics approvals will have been sought if required
- In situations where applications raise additional ethical issues which have not have been considered elsewhere, the JAG-RC may decide to reject applications or to require further ethics approval from the applicant(s)
- Projects requesting to access endoscopist identifiable data and/or potentially identifiable data must comply with the relevant governance frameworks determining the control and use of personal confidential data, including the Data Protection Act 1998 and the Caldicott Principles. This process is provided by the Public Health England office for data release (ODR) and will assure that:
 - there is a justified purpose for the release;
 - the data specification is the minimum necessary;
 - there is an appropriate legal basis for accessing the requested data
 - the applicant has appropriate safeguards in place to ensure that the data will be processed safely and securely

Publications

- The aim is to communicate data to endoscopy services and the public by publishing in peer reviewed journals where appropriate
- Publications arising out of research conducted with approval of, or in association with, the JAG research committee must acknowledge the source of data and the role of JAG. There should be a disclaimer that the study may not represent the views of JAG

Membership and means of appointment

The JAG research committee chair is appointed on a fixed term basis via an open application process. The full membership are as follows. The JAG clinical lead roles below will serve on the research committee for the duration of their tenure with JAG:

Membership

- JAG research committee chair
- Chair of JAG
- Chair of Quality Assurance of Training Working Group (QA-T)
- Chair of the Endoscopy Quality Assurance Group (ESQAG)
- Chair of National Endoscopy Database (NED) committee
- Lead for JETS
- Lead for JAG-International
- Chair Bowel Cancer Screening Programme Accreditation Panel
- JAG Programme manager and/ or JAG accreditation manager
- Lay /patient representative – appointed from nominations made by RCP Patient and Carers Network
- JAG office administrator

Other individuals may be invited to attend the group, for example the JAG Clinical Fellow or applicants who may be called when their proposals are discussed.

All new appointments or changes to the above will be approved by the current members of the research committee. Some roles may be shared by agreement of the research group.

Core members should attend meetings or may nominate a deputy to attend on their behalf.

Chair of JAG research committee

- The Chair is responsible for the development of research, evaluation and audit within the JAG
- The Chair will need to provide effective leadership and motivational skills, relevant knowledge, skills and experience.
- The Chair will need to be responsive to the JAG office.

Members of the JAG research committee

- Membership may be renewed with agreement from the Chair & Secretariat,
- Members must complete a Declaration of Interests form
- Members should ensure they understand why they are being appointed and in what capacity and the role they are to play on the Committee
- Members should ensure that the assessment of the research, evaluation and audit applications is carried out objectively and impartially
- Committee papers, discussions and any correspondence relating to applications are strictly confidential unless explicit approval is given by the chair
- Membership of the group must include current clinical and scientific expertise in:
 - Data governance.
 - Clinical and academic subjects
 - Ethics/confidentiality matters
 - Policy Review

Quoracy

A minimum of 50% of the research group must be present for a meeting to take place, and a minimum of 50% of the group must be in agreement to pass an item. The chair may decide that a higher percentage is required to pass contentious or items of major significance. Members of the research group may indicate their agreement via email.

Accountability

The JAG –RC is accountable to the JAG Committee, who will receive minutes and updates at least twice yearly.

Terms of Reference

- The group will determine the project priorities for JAG and requests will be evaluated with this in mind
- Proposals must be submitted on a proforma and will be evaluated by the relevant lead
- Submitted proposals will be distributed to the relevant sub-group lead by the Chair for consideration
- A log of all proposals will be kept by the JAG office
- Receipt of all proposals will be acknowledged within 10 working days
- The sub-group chair may request additional information from the proposer between research group meetings
- Proposal applications will be considered by the group either at the research committee meetings or will be considered via email
- Publications by any member of the JAG sub-groups will be submitted on behalf of the JAG research group
- Proposed authorship should be agreed at the start of the project and must include at least one JAG team member
- Any publication using JAG data must acknowledge the relevant JAG sub-group
- Acceptance of a research, evaluation or audit project by the JAG should not be considered as automatic endorsement of the project. appropriate ethics, R&D and data governance (e.g. Caldicott approval) will need to be sought
- No project will be authorised to commence without evidence of adequate funding, including that required for the transfer of data

- Applicants may be called when their projects are discussed.

All applications or proposals to the research committee must have at least one individual affiliated with JAG contributing to the project. Their responsibilities include:

- Ensuring that the research asks questions relevant to JAG requirements
- Supporting the research through their insight into JAG processes/databases/priorities
- Providing feedback to the relevant JAG working group or lead on progression of the project(s)

The JAG lead on the project should be co-author on any publications

Administration

- The agenda and papers are distributed electronically at least 5 working days in advance of meetings.
- Minutes / meeting notes are distributed to the Chair 10 working days following the meeting.
- The signed off minutes are distributed to the group within a month of the meeting.
- JAG –RC members should read meeting papers ahead of the meeting so that they are informed and have enough information to contribute to programme development.
- If committee members are unable to attend a meeting, they are asked to: (i) send comments or relevant papers for decision at the meeting or (ii) arrange for alternative member of their representative body to attend.
- If a member wishes to leave the committee they should notify the chairperson and a replacement will be sought from that member's professional organisation / peers.
- Committee members share a responsibility to disseminate news of progress during the lifespan of the project to colleagues and members of their professional organisations.
- Members should inform the committee of any developments /changes within their areas of expertise which might influence the project.

Reimbursement

Membership of the governance group is undertaken gratis. Members will receive reimbursement for out of pocket expenses, as per the RCP accreditation unit expenses policy.

Review

The term of reference were finalised in 15 September 2017 and will be reviewed and accepted by the research committee annually from this date.