

# Australian Teletrial Program

## Clinical and Consumer Advisory Group

### Terms of Reference

#### Context

On 6 October 2020, as part of the Federal Budget announcement, Queensland Health was awarded \$75.2 million from the Medical Research Future Fund (MRFF) through the *'Enabling Infrastructure for Rural, Regional and Remote Clinical Trials'* initiative for 'The Australian Teletrial Program – access to clinical trials closer to home'. This award has been made to Queensland Health as the lead organisation on behalf of the Program partners including:

- Department of Jobs, Precincts and Regions, Victoria
- Department of Health, Tasmania
- Department for Health and Wellbeing, South Australia
- WA Country Health Service, Western Australia
- NT Health, Northern Territory Government

The Program will implement the Australasian Teletrial Model (ATM) to accelerate clinical trial activity across rural, remote and regional (RRR) Australia, enabling residents to access trials with reduced travel and closer to home.

Six Regional Clinical Trial Coordinating Centres (RCCC) are to be established in the health systems of Queensland, Victoria, Tasmania, South Australia, Northern Territory and Western Australia.

The RCCCs will support the uptake of clinical trials by acting as extenders through which existing and future clinical trial networks can broaden RRR reach and participation. The RCCCs will focus on providing operational support to ensure RRR hospital sites have the opportunity, capacity and capability to participate in trials. The model connects smaller sites (satellites) with larger sites (primary) through telehealth.

Underpinning the RCCCs are a suite of national components that support the RCCCs through ensuring national regulatory harmonisation, clinical trials education and promotion, and recruitment boosting activities including expansion of the RRR primary care network.

The governance model for the Program includes a Clinical and Consumer Advisory Group.

#### Advisory Group Purpose

The Clinical and Consumer Advisory Group will provide advice to the Australian Teletrial Program Steering Committee on the delivery of clinical trials closer to home from a clinical, consumer and community perspective.

## Scope of the Advisory Group

- To provide advice to the Australian Teletrial Program Steering Committee from a strategic clinical, consumer and community perspective to contribute to and support the design, delivery and evaluation of the Program, including:
  - Safety and quality of care
  - Recruitment and retention
  - Engagement strategies.

## Membership

The Advisory Group will consist of members with representation based on clinical or consumer knowledge. Members will include clinical leads with clinical trials and teletrials experience and representatives from relevant health consumer groups.

### Proxies:

If a member cannot attend a meeting, they must nominate a suitably briefed proxy to attend. If a person is officially acting in the position of a core member, they can attend.

## Term of appointment

One year, with an opportunity to apply for further terms.

## Meetings

The Advisory Group will meet at least twice a year. Meetings will be held via MS Teams/videoconference. Meetings may be themed around a particular focus area for discussion.

Any urgent matters unable to be deferred to the next meeting or any follow up required may be managed as an Out-of-Session item via email. The Co-Chairs, on behalf of the Advisory Group, may provide urgent advice to the Australian Teletrial Program Steering Committee Out-of-Session as required.

Discussions will be respectful and value the contribution of all members, with any recommendations by the Advisory Group as a collective to be adopted by consensus.

Members must behave in accordance with the Code of Conduct for their organisation, and the principles of partnership – respect and dignity, engagement, inclusive, partnership.

## Quorum

A quorum will comprise at least one of the Co-Chairs and 50 percent of the membership.

## **Attendance**

The Co-Chairs may, with the consent of the Advisory Group, invite any persons to attend all or part of its meetings to provide expert advice as needed or for any other reason.

## **Conflicts of interest**

Members must declare any conflicts of interest whether actual, potential, or perceived, and manage those in consultation with the Co-Chairs. All conflicts of interest must be managed and resolved in the public interest.

## **Confidentiality**

Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

## **Member acknowledgement**

Members may be required to formally acknowledge their obligations as a member of the Advisory Group, agreement with these Terms of Reference, confidentiality and conflicts of interest e.g. through completion of a short form participation agreement.

## **Reporting**

Meeting summaries will be provided to the Australian Teletrial Program Steering Committee.

## **Secretariat**

Secretariat support will be provided by the Australian Teletrial Program National Office and will include preparing agendas, supporting papers and meeting summaries.

## **Review of Terms of Reference**

These Terms of Reference, the purpose of the Advisory Group and membership will be reviewed annually.