

COSA Clinical Research Professionals Group Executive Committee Meeting

Notes for Minutes

Wednesday April 12th , 2007
4pm (Sydney time)

Present: The meeting was held 'out of session', as a quorum was not present. Feedback and comments from members has been added to facilitate progress at the next meeting.

Apologies: Nil

Minutes of last meeting: have been reviewed and passed as true and accurate record by Andrea Provis (AP) and seconded by Vendra Severin (VS)

Correspondence: nil

New Business:

5.1 Budgets:

The issue of budgets has been flagged at the last ASM. Rada Kusic (RK) will continue to follow up; input is required to R&D group. No further comment has been made.

5.2 Registry Representation:

VS has circulated potential terms of reference for the committee to review and for endorsement at next teleconference. VS has also advised that the term 'special' should not be used. Thus the name will be Research and Audit interest group. An email will be sent advising the general CRPG membership, and will also be put in the Marryalyan.

Alison Richards(AR) advised that April Fritz, a renowned speaker in registry and audit be invited to attend as an international speaker. considered as a speaker for CRPG/Epidemiology.

5.3 Research and Development

RK's name has been put forward for the R&D working party. No news from working party as yet

6. Matters Arising

6.1 Research Governance:

Document from previous meeting was submitted to council, AP reported that this was received well. Impact of RG is being investigated; AP would like to hear back from committee. Discussed with HD as requested by COSA Council will be drafting a document to NHMRC re Governance concerns

6.2 Terms Of reference: AR has contacted Margaret McJannett re progress, who reports that the TOR will be considered at Council, and that this is an issue that will need to be addressed by other COSA sub groups.

6.3 Website position descriptions

The draft document has been circulated to the committee, this should be endorsement at next meeting.

6.4 Website

Templates for position descriptions can be posted when finalised. Deb Howell still keen to be involved, a VIC based working group is likely. AP will send WA descriptions. Not forwarded as yet as awaiting information on best contact person

Terms of Reference for the group will be posted when finalised.

6.5 Advertising of positions:

AR has requested a current list of email addresses. Margaret McJannett has sent, but AR has found that a number of addresses are incorrect. An opt out clause had been included in the first email distribution.

6.6 Response to safety reporting:

No further comment

6.7 SOP Feedback

AP reported that the response form Angelina a week or so ago wasIn relation to the SOPs which Kendle are preparing for us, we have a meeting to discuss tomorrow. We have reviewed the drafts, and should have an idea on the completion of the project following our meeting. Further contact will be made prior to the next teleconference.

6.8 Position Descriptions

AW will report back to R&D. COK will provide monthly updates to committee.

7. COSA 2007 ASM

Three sessions have been requested for the ASM. Cate O'Kane has suggested a format for each session. Kathy Hall (KH) has also contributed.

Further discussions on potential speakers will need to take place at the next meeting.

8. Other Business: Nil

Next Meeting May 9th 2007