

## MMed Protocol Committee 2020

### Procedure for application for review and approval of MMed and MPhil protocols.

#### Background

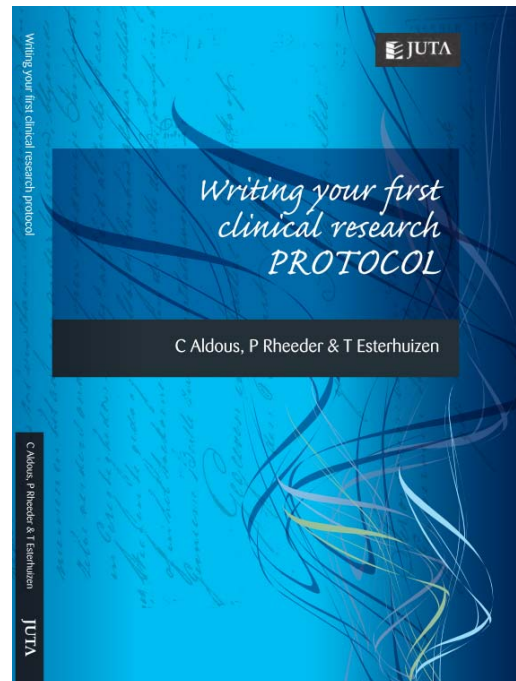
Because of the change in the requirements for qualification as specialist, feasible but valid research projects are becoming increasingly important. To ensure that academic standards are maintained, all Mmed and MPhil research protocols need to be approved for suitability and quality, before submission to the ethics committee. The MMed protocol committee was constituted in May 2008 and tasked to provide protocol development support to the various departments. In 2018 this task was expanded to include all MPhil protocols within the School of Medicine. The aim is to help increase the quality and quantity of research output within the School of Medicine. (MMed students of SHSPH are supervised and evaluated by the SHSPH).

#### The following are members of the MMed Protocol Committee:

Van Zyl Danie, Prof (Internal Medicine), (Chairperson), Du Plessis Nicolette, Prof (Paediatrics), Ismail Farzana, Dr (Microbiology), Jackson Brandon, Dr (Surgery), Mulaudzi Thanyani, Prof (Vascular Surgery), Geysers Mimi, Prof (Emergency Medicine), Nel Jan-Gert, Dr (Haematology), Potgieter Johan, Dr (Haematology), Ueckermann Veronica, Prof (Internal Medicine), Sithebe Hlabane, Dr (Orthopaedics), Snyman Leon, Prof (O&G) and Ms Jing Shao (Internal Medicine).

NOW AVAILABLE AT THE LOCAL BOOKMARK BOOKSHOP! (and other bookshops in Hatfield)

This workbook is specifically aimed at post graduate students in the health care sciences doing the TNM800 course and who are compiling their first research protocol. This workbook follows the UP Faculty of Health Sciences template and guides the student step by step from start to finish. It includes a chapter on statistical planning and data analysis. UKZN (C. Aldous and T. Esterhuizen) and UP (P. Rheeder) worked together to produce what we hope will be a useful tool for students to complete their protocols and thus also projects successfully.



## 1. Guidelines

1. Please note that all MMed and MPhil protocols will have to be submitted and approved by the MMed protocol committee before they can be submitted to the Ethics committee.
2. Applications can only be made after the MMed student has completed a TNM800 course (not a requirement for MPhil).

## 2. Submission requirements.

The following forms need to be completed and submitted to MMed secretariat at [protocol.medicine@up.ac.za](mailto:protocol.medicine@up.ac.za), Tel: 012 319 2109.

**All forms and the protocol should preferably be submitted electronically. All forms that need signatures should be scanned and submitted electronically, preferably as a pdf file. All electronic files should be named according to the form and the applicant's name (e.g. Form1 Dr JR Haggmann.docx)**

- a) Protocol (single e-mail copy) (template1)
- b) Application form (form1)
- c) Supervisor form (form2)
- d) Letter of statistical support (form3) (see attached). If the researcher thinks a statistical consultation is not needed this form can be modified with a paragraph providing the reasons.
- e) Students own evaluation using protocol appraisal template (form 4) (assessment criteria on website)

## **ALL FORMS MUST BE TYPED.**

## 3. Types of studies acceptable:

Prospective or retrospective studies including audits, randomized controlled trials, diagnostic studies, health economic studies (for example cost of illness or cost-effectiveness) and cross sectional studies are acceptable. Imaging studies or laboratory studies as deemed appropriate by the radiology and pathology departments will also be acceptable. Single case reports will not be acceptable; however, in certain disciplines a case series may be described or investigated.

## 4. Feedback:

All protocols will be reviewed by two of the MMed protocol committee members. Each protocol will be discussed at the MMed protocol committee review meeting. Feedback to the candidate will be given after each review meeting. Candidates will be required to address each issue mentioned in the feedback before the deadline of the next meeting. **Please see the attached review form used to review the protocols (Protocol Appraisal template: form** It is useful to ask a colleague to review your protocol using the very same review template the reviewers will use. This may highlight corrections that are needed before submission.

**5. Approval.**

Once the committee is satisfied that the protocol meets the required standards a letter of approval will be issued and the student can apply to the ethics committee for approval.

**6. Important dates for 2020**

<b>School of Medicine</b>	
<b>MMed Committee Meeting</b>	
<b>Closing Date for Submissions</b>	<b>Meeting</b>
Monday, 06 January 2020	Monday, 20 January 2020
Monday, 27 January 2020	Monday, 10 February 2020
Monday, 24 February 2020	Monday, 09 March 2020
Monday, 30 March 2020	Monday, 20 April 2020
Friday, 24 April 2020	Monday, 11 May 2020
Monday, 25 May 2020	Monday, 08 June 2020
Monday, 29 June 2020	Monday, 13 July 2020
Monday, 27 July 2020	Monday, 17 August 2020
Monday, 31 August 2020	Monday, 14 September 2020
Monday, 28 September 2020	Monday, 12 October 2020
Monday, 26 October 2020	Monday, 09 November 2020

**Prof DG Van Zyl**  
**Chairman**  
**MMed Committee**  
**Kalafong Hospital**