**MMed Protocol committee 2018**

**Procedure for application for review and approval of MMed 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 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. 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 DG, Prof (Internal Medicine), (Chairperson),Du Plessis Nicolette, Prof (Paediatrics) Grant R, Dr (Sports Medicine), Ismail Farzana, Dr (Microbiology), Jackson B, Dr (Surgery), Mulaudzi Thanyani, Prof (Vascular Surgery), Grant R, Dr (Sports Medicine),Nel JG, Nel (Haematology), Potgieter JJC, Dr (Haematology) ,Rheeder P, Prof (Internal Medicine), Sithebe H, Dr (Orthopaedics), Nel Jan, Dr (Haematology), Smith Selma, Prof (Family Medicine), Snyman LC, Prof (O&G), Dr Ane Buchner (Paediatrics)

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 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 student has completed a TNM800 course.
3. **Submission requirements**.

The following forms needs to be completed and submitted to MMed secretariat at u04970871@up.ac.za , Tel: 012 319 2390.

**All forms and the protocol should preferably be submitted electronically. All forms that needs 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 Hagmann.docx )**

* 1. Protocol (single e-mail copy) (template1)
	2. Application form (form1)
	3. Supervisor form (form2)
	4. 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.
	5. Students own evaluation using protocol appraisal template (form 4) (assessment criteria on website)

**3. Important dates for 2018**



**4. 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.

**5**. **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 5).** 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.

**6**. **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.

**Prof DG Van Zyl**

**Chairman**

**MMed Committee**

**Kalafong Hospital**