

HEALTHCARE SYSTEMS DESIGN GROUP

Charter of the Implementation Research Scientific Advisory Board

1. **Committee's Official Designation:** Healthcare Systems Design Group Implementation Research Scientific Advisory Board

2. **Authority:** The Healthcare Systems Design Group—the implementation research team at Possible, a US-based 501c3 non-profit (legally titled Nyaya Health d.b.a. Possible) that operates in partnership with a Nepal-based sister NGO, Nyaya Health Nepal (hereafter collectively referred to as 'HSDG')—grants authority to the Implementation Research Scientific Advisory Board to perform all necessary duties.

3. **Objectives and Scope of Activities:** The Implementation Research Scientific Advisory Board (hereafter referred to as 'SAB') will be responsible for providing independent and external feedback, critique, and commentary on the design, methods, and direction of HSDG research projects.
 - a. **Protocol Review:**

Review all research protocols in development that are created by the HSDG research team including, but not limited to research objectives, hypotheses, interventions, methods, sampling procedures, data collection tools/materials, and analysis procedures. In reviewing these components, the SAB will be responsible for determining if the methods discussed are appropriate for the research objectives, if the study is suitable for the study site and target population(s), and if the study will contribute to improving the field of implementation research and global healthcare delivery.
 - b. **Ethical Review:**

Analyze the ethics of conducting specific research protocols in development. The SAB will consider if study protocols meet the ethical principles of respect for persons, beneficence, and justice. This includes but is not limited to reviewing informed consent processes, analyzing the potential for benefit and harm associated with research methods, and ensuring that the identity and confidentiality of research participants are protected.
 - c. **Scientific Guidance:**

The SAB will also give advice on the direction, scope, and execution of HSDG's Implementation Research Program. The SAB will bear in mind that the ultimate goal of HSDG's Implementation Research Program is to test innovative and pragmatic interventions that ultimately improve delivery of healthcare in rural Nepal and other locations of poverty; to that end, the SAB will critique the approach and implementation of HSDG's research studies to ensure that this ultimate goal is being met. The SAB will discuss new concepts, opportunities, and research ideas within the field of implementation research and global healthcare delivery (drawing from diverse interdisciplinary fields including public health, epidemiology, medicine, quality improvement, medical anthropology, and others) that may apply to existing research studies or fresh protocols that could help HSDG reach its goals.

d. Scale-up Brainstorming:

The current research studies that HSDG is working on are part of longitudinal efforts of scale-up; should HSDG's studies yield positive or encouraging results, research scale up in the form of RCTs becomes the goal where appropriate and feasible. To meet this goal, the SAB will be responsible for brainstorming opportunities and avenues to facilitate working towards this goal; this may involve identifying collaborating partners and institutions, discussing potential follow-up study methods, and providing suggestions on helpful resources.

4. **Description of Duties:** The SAB will function purely as an advisory board to HSDG's Implementation Research Team.
5. **Authority to Which Committee Reports:** The SAB will report directly to the senior Implementation Research Team members including: the Site-Principal Investigator and the Impact Project Manager.
6. **Support:** The SAB will receive logistical and coordinated support from the Impact Project Manager.
7. **Estimated Number and Frequency of Meetings:** The SAB will be responsible for meeting every 6 months for a period of 2 years. Additional meetings will be called as necessary by either the Site-Principal Investigator of HSDG's Implementation Research Team or by a member of the SAB with a consensus vote from the SAB.
8. **Meeting Format:** Meetings of the SAB will take place via teleconference due to its decentralization and global distribution of members. The SAB will convene meetings through Skype, Google hangout, or other appropriate teleconference tools.
9. **Membership and Delegation:**
 - a. The SAB will consist of 5 members appointed by the Implementation Research team. HSDG will attempt to select members who represent a diversity of health sciences research fields and who have direct experience in the healthcare field both in Nepal and outside of Nepal.
 - b. Members of the SAB will be appointed for a period of 2 years (4 meetings) with the option for voluntary extension.
 - c. A consensus vote, if needed, will require 3 votes.
 - d. The SAB will have a rotating chairperson. At the beginning of each meeting, the SAB will choose the chairperson for that particular meeting. The chairperson may not be the same person twice in a row.

- e. The Chairperson will be responsible for taking notes during the closed session, for guiding the review of protocols including filling out the review form, ensuring balanced representation of members during the discussion, submitting the completed review form to the HSDG Implementation Research Team, and for coordinating any additional discussion among SAB members outside of the designated meetings.
- f. The Chairperson may, with consensus from the SAB, solicit outside opinions and feedback from non-SAB members on various issues where relevant.

10. **Record-keeping:** the Impact Project Manager will be responsible for taking minutes and maintaining records from each SAB meeting during the open session. Minutes and records will be distributed to all SAB members. Approximately 1-2 weeks prior to each meeting, the SAB will distribute any necessary materials to SAB members in preparation for each meeting.

11. **Duration/Termination:** the SAB shall terminate within 2 years from the date of the first meeting unless it is decided with consensus to be extended.

12. **Conflict of Interest:** SAB member(s) acknowledge that any potential or actual conflict(s) of interest that arise prior or during the term of service as an SAB member will be disclosed at such time as the SAB recognizes the conflict. The SAB will disclose any potential conflicts of interest at designated meetings during the open session.

13. **Confidential Information:** HSDG may disclose confidential information to the SAB directly or indirectly, with or without notice of its confidential nature. Accordingly, SAB member(s) agree to hold all information disclosed to the SAB by HSDG in confidence and neither disclose the same to others nor use the same for any purpose other than in their role as an SAB member without the written permission of HSDG.

Signature

Date

Name