Terms of reference of the Data Access Advisory Group (DAAG)

Aims

The aim of the group is to consider applications for access to the Case Mix Programme (CMP) database in a timely and transparently independent fashion.

Composition

The group will be composed of:

1. A chair that has a background in health care but is unconnected with critical care.

2. Three ICM practitioners who are not employed by and do not sit on the Board of Management of the Intensive Care National Audit & Research Centre (ICNARC). The initial appointees to these posts will be nominated by the Critical Care Leadership Forum (CCLF). The term of service on the group will be 3 years and the process for subsequent appointments will be proposed to the ICNARC Board by the DAAG.

3. Representation (3) from the database management and statistical sections of ICNARC who will advise on the technical, statistical and workload aspects of all requests.

Quorum

A meeting of the DAAG will be quorate where at least two ICM practitioners and two ICNARC staff members, as well as the chair, are present (five people in total).

Role

The DAAG will review and approve requests for data access and data analyses from the CMP. In approving requests, the DAAG will be cognizant of the resource capacity within ICNARC to meet the requests and the external demand for the resource. It is anticipated that the DAAG will develop a set of criteria to aid decision making and that these will be publicly available.

Meetings of the Group

The group will meet to consider requests every two months. Requests will be submitted to ICNARC and a preliminary assessment will be made of the technical, feasibility and workload aspects pertaining to each request. A maximum decision making time of eight weeks will be the norm.

All requests must be considered by all three clinical members of the group and the results of decisions and the reasoning behind them will be documented in formal minutes. These will be published on the ICNARC website.

Conflicts of interest

All members of the DAAG will, at their first meeting, be required to declare any conflicts of interest. These will be a standing agenda item at each meeting and any changes will need to be declared. Any DAAG members who are professionally involved in a specific request will be asked to abstain from the discussion relating to the granting of approval of the request. All conflict of interest declarations will be published on the ICNARC website.
Reporting

The group will report via the chair to the Board of ICNARC on a regular basis (at least quarterly) and governance of the group will be via the Board of ICNARC.

Agreed at first meeting of the DAAG, 2 December 2013