

HREC Standard Operating Procedure

5.27 Standard Operating Procedures

Statement of Intent and Outcomes

The St Vincent's Hospital Melbourne (SVHM) Human Research Ethics Committee (HREC) is committed to ensuring the ongoing management of Standard Operating Procedures (SOPs).

Procedures

To ensure all SOPs are created, reviewed and updated as appropriate, the Research Governance Unit (RGU) must ensure all documents contain an identifier containing details such as the author of the SOP, the date originally issued, and the date the SOP is to be reviewed.


All SOPs must be reviewed (and updated as applicable) by the Deputy Director of Research at least once every three years. All changes must be confirmed and approved by the Director of Research. Once approved, the identifier must be updated, and the new procedure implemented.

The creation of new SOPs is encouraged, to ensure accountability and transparency. When writing a new SOP, the standard template must be utilised. References to any guidelines, legislation and existing SOPs must also be included. All new procedures must be confirmed and approved by the Director of Research prior to implementation and publication.

Reference Documents

- The National Statement on Ethical Conduct in Human Research (2023)
- Australian Code for the Responsible Conduct of Research (2018)

Authorised by: Dr Megan Robertson, Director of Research



Megan ROBERTSON (Jul 1, 2024 10:06 GMT+10)

Author: Alexandra Braun, HREC Executive Officer

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