

HREC Standard Operating Procedure

5.3 Appointment of HREC Members

Statement of Intent and Outcomes

The St Vincent's Hospital Melbourne (SVHM) Human Research Ethics Committee (HREC) is committed to fulfilling Section 5.1 of the National Statement on Ethical Conduct in Human Research (2023) by ensuring members of the HREC are appropriately appointed.

Procedures

To fill a vacancy or to expand membership as appropriate all positions within the HREC will be advertised in line with institutional Human Resources procedures. Advertising will occur internally for all positions other than for Legal Representatives, and Community Representatives to ensure candidates are external and do not have an existing association with the institution.

The institution may use discretion when determining the most appropriate way of advertising for HREC vacancies to ensure those with the required expertise are captured.

Short listing will occur as per institutional Human Resources procedures, with candidates assessed as meeting the key selection criteria formally interviewed. The interview panel may be determined using discretion, but must include the Chair of the HREC committee, and a representative from the Research Governance Unit.

Upon selection, a formal letter will be sent to the Chief Executive Officer of SVHM requesting formal endorsement for a one year term of appointment. Once endorsement from the CEO has been received, a formal letter will be sent to the incumbent as confirmation of appointment.

Prior to the commencement of duties, all members will undergo a formal induction process and is invited to observe a HREC meeting. All members must sign a formal declaration (termed the "Members Agreement"), to confirm they understand their roles and responsibilities in terms of declaring conflicts of interest, privacy and reviewing research in line with the requirements of the National Statement.

Upon completion of a one year term, members will be informally addressed by the Research Governance Unit and/or Chair to determine whether re-appointment will be sought.

If re-appointment is sought, a further endorsement from the CEO will be requested. Once endorsement has been received, a formal letter will be sent to the incumbent as confirmation of reappointment.

A copy of all documentation relating to committee membership will be kept indefinitely by the Research Governance Unit.


Associated Procedures/Instructions

Procedure 5.4 – Induction of New HREC Members

Reference Documents

- The National Statement on Ethical Conduct in Human Research (2023)
- Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders (2018)
- Australian Code for the Responsible Conduct of Research (2018)

Authorised by: Dr Megan Robertson, Director of Research



Megan ROBERTSON (Jul 1, 2024 09:47 GMT+10)

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5.3 Appointment of HREC Members

Final Audit Report

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