

HREC Standard Operating Procedure

5.4 Induction of new 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 all new members participate in an induction process prior to the commencement of duties.

Procedures

Once a candidate has been formally appointed to a term of membership to the HREC, participation in a formal induction process must occur prior to the commencement of duties.

All new members will be given an e-copy of the Research Governance Unit "HREC Induction Package" and associated appendices, including:

- 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)

The Chair of the HREC and a representative from the Research Governance Unit will meet with all new members to formally discuss the Induction Package and the activities of the Committee. This also provides an opportunity for new members to ask questions regarding the ethical review process.

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 National Statement.

Associated Procedures/Instructions

Procedure 5.3 – Appointment of 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)



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MELBOURNE

Authorised by: Dr Megan Robertson, Director of Research

A handwritten signature in black ink, appearing to read 'Megan Robertson'.

Megan ROBERTSON (Jul 1, 2024 09:46 GMT+10)

Author: Alexandra Braun, HREC Executive Officer

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Final Audit Report

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