

## 1. THE ORGANISATION AND OUR MISSION

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St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

## 2. KEY POSITION DETAILS

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**Job Title:** Lay Person Member HREC  
(Voluntary – no salary)

**Reports to:** HREC Chairs

**Program:** Research

**Department:** Research Directorate

## 3. LOCAL WORK ENVIRONMENT

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### **St Vincent's Hospital Melbourne Human Research Ethics Committee**

The Human Research Ethics Committee (HREC) is responsible for ensuring that St Vincent's Hospital Melbourne (SVHM) and the researchers who work under its auspices fulfil their ethical and legal responsibilities for the people who volunteer to take part in research, in accordance with the *NHMRC National Statement on Ethical Conduct in Human Research* (2007, updated 2018). These responsibilities reflect the core ethical values of respect for human beings, research merit and integrity, justice and beneficence. The major objectives of the committee are to:

- Review both the scientific and ethical aspects of research projects.
- Comply with the NHMRC National Statement of Ethical Conduct in Human Research (2007, updated 2018) and all other applicable guidelines and legislation.
- Consult experts in any field when the Human Research Ethics Committee considers such action appropriate.
- Ensure the requirements of the Commonwealth Department of Health and Ageing are met in the use of any imported therapeutic agents.
- Consider questions of medical ethics in research without suppressing the natural urge for knowledge amongst members of staff, to act as a method of control on projects which are not properly planned and which cannot be expected to come to fruition.
- Ensure that research projects are adequately funded to ensure they can achieve their aims and be completed as proposed and that SVHM is appropriately reimbursed for services to research.

**This is a voluntary position. No members of our HREC are being paid.**

### **St Vincent's Hospital Melbourne Research Directorate**

The Research Directorate oversees research activity across SVHM, including promoting and facilitating research, developing new research opportunities, providing research educational services and managing research governance.

The Research Governance Unit (RGU) is an integral part of the Directorate and responsible for facilitating research by managing the research governance obligations of SVHM and other affiliated organisations. The RGU provides secretariat support the Human Research Ethics Committees.

#### 4. POSITION PURPOSE

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##### **Person Specification**

Applications for membership will be considered on the basis of each applicant's motivation and range of skills, knowledge and personal attributes. In addition, members will be selected on their capacity to represent SVHM community by taking into consideration the balance of interests and perspectives of the diverse communities served. Members of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse background are strongly encouraged to apply.

##### **Lay person member responsibilities**

- Committee meetings are held fortnightly for approximately 2 hours duration (member choose one meeting to attend each month)
- Meetings are held online and at St Vincent's Hospital Melbourne Fitzroy Campus.
- Meeting papers will be sent approximately one week prior to meetings. Members should be familiar with the content.
- Members may be required to undertake work outside of meetings.
- Committee members will be appointed for a 12-month term, with the opportunity of reappointment. A position review will be undertaken by the lay person member and the HREC Chair / Deputy Director of Research at the end of the appointment period.

##### **The lay person will have**

- An interest in improving the health care system
- An ability to articulate the potential issues that confront patients, families and carers who receive services from SVHM
- An ability to relate their own experience of health care to broader consumer issues.
- A willingness to participate in discussions with the committee in an open and constructive manner
- Capacity to attend regular meetings
- Good communication skills

##### **Requirements**

- Maintain confidentiality regarding sensitive information and organisational matters discussed within the committee.
- Read and sign a confidentiality agreement.
- Undergo national police check

#### 5. CONTACT

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If you would like further information please contact us on the details below.

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