

# POSITION STATEMENT



## Position Title: Human Research Ethics Committee Member – Current Researcher (Category f)

**Directorate:** Chief Medical Office – Ballarat Health Services and St John of God Human Research Ethics Committee (BHS SJOG HREC)

### Appointment Terms/Conditions

- **Classification and Code:** Voluntary (unpaid)

### **Ballarat Health Services – St John of God Human Research Ethics Committee (BHS SJOG HREC)**

The role of the BHS SJOG HREC is to promote ethical human research, to protect the welfare of research participants and to foster research that benefits the community.

The BHS SJOG HREC is a National Health and Medical Research Council (NHMRC) registered committee and is a joint undertaking by the two hospitals in Ballarat – Ballarat Health Services and St John of God.

The committee's role is to review research proposals that involve human participants to ensure that they meet ethical standards and guidelines. These guidelines include the National Statement on Ethical Conduct in Human Research 2007 (updated 2018).

The National Statement uses the four guiding principles as the basis for consideration of applications. These are:

- Research Merit and Integrity
- Justice
- Beneficence
- Respect

### **BHS SJOG HREC COMMITTEE MEMBERS**

The Ballarat Health Services – St John of God Human Research Ethics Committee (BHS SJOG HREC) is seeking an additional member/s in the category of: current researcher.

A category (f) member is someone who has 'current research experience that is relevant to research proposals to be considered at the meetings they attend' 5.1.30(f) *National Statement on Ethical Conduct in Human Research 2007 (updated 2018)*.

Members should have an interest in and commitment to human research and an understanding of the principles underpinning ethical research.

All HREC members receive:

- Training support for their role as HREC member
- The opportunity to understand more about research being performed within the local health services

### **KEY ACCOUNTABILITIES**

Each candidate interested in applying for this role must be willing and able to:

- Undertake pre-reading for meetings
- Attend HREC meetings
- Become familiar with the National Statement
- Take responsibility for deciding whether, according to their judgement, a proposal submitted to the HREC meets the requirements of the National Statement and is ethically acceptable.
- Participate in HREC training

### **KEY SELECTION CRITERIA**

The successful candidate will be able to demonstrate:

- Significant current research experience

BHS Position Description – Human Research Ethics Committee Member (Current Researcher) Category (f) 2021

- An ability to listen to and appreciate the views of others, and to formulate and express a considered opinion
- The capacity to understand important ethical issues and how these relate to the National Statement, the Australian Code for the Responsible Conduct of Research (code) and other relevant legislation or policies.

## MEETING INFORMATION AND DATES

The core business of each meeting is to review research proposals to ensure they conform to ethical principles, such as those contained in the National Statement. The HREC also discusses emerging ethical issues regarding research.

Meetings are collegial and their function is to bring together all member's views on the ethical implications of each research proposal.

The HREC meetings take place from 12:30pm to 2pm every 6 weeks on a Thursday. Meeting dates are published each February.

Papers for each meeting are circulated one week beforehand and there is an expected commitment of xx hours to read the papers.

Members will also be expected to participate in the delegated HREC sub-committee reviewing low and negligible risk applications out-of-session.

## OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory current Police Record Check.
- Appointments to the committee are generally for a term of 3 years

## HOW TO APPLY

Applications or specific queries should be sent to Kirsty Broadbent, Research Ethics and Governance Officer.

### Your application should include:

- A cover letter explaining why you are interested and why you think you would be suitable to be a member of the Committee (noting the key selection criteria)
- A copy of your current Curriculum Vitae

Apply on-line at: [www.bhs.org.au](http://www.bhs.org.au)

## AUTHORISATIONS

|   |                                    |
|---|------------------------------------|
| <b>Employee</b>                           |                                    |
| <b>Department Manager</b>                 | Ashleigh Clarke                    |
| <b>Director / Chief Executive Officer</b> |                                    |
| <b>Date Written:</b>                      | <b>Date Revised: 18 March 2021</b> |