

01 January 2021

To whom it may concern,

**Re: Membership of St Vincent's Hospital (Melbourne) Human Research Ethics Committee**

The St Vincent's Hospital (Melbourne) Human Research Ethics Committee (HREC) is organised and operates according to the following regulatory documents:

1. *National Statement on Ethical Conduct of Human Research* (NHMRC 2007) – (Updated 2018)
2. Good Clinical Practice Guidelines

The HREC is constituted according to paragraphs 5.1.29 – 5.1.33 of the *National Statement*.

At each meeting, the Committee membership includes the following categories:

- a) A Chairperson;
- b) At least two lay people, one male and one female, who have no affiliation with the institution and do not currently engage in medical, scientific, legal or academic work;
- c) At least one person with knowledge of, and current experience in, the professional care, counselling or treatment of people; for example, a nurse or allied health professional;
- d) At least one person who performs a pastoral care role in a community.
- e) At least one lawyer who is not engaged to advise the institution; and
- f) At least two people with current research experience that is relevant to research proposals to be considered at the meetings they attend.

The HREC complies with the requirements of paragraph 5.4.5 of the *National Statement* in relation to conflicts of interest.

The HREC ensures that no member of the committee adjudicates on research in which the member has any conflict of interest including any personal involvement or participation in the research, any financial interest in the outcome or any involvement in competing research.

Any further queries regarding this matter can be directed to the Research Governance Unit on (03) 9231 2394.

Yours Sincerely,



**Dr Megan Robertson**  
Director of Research  
St Vincent's Hospital (Melbourne)