



RESEARCH GOVERNANCE UNIT
St. Vincent's Hospital (Melbourne)
Caritas Christi Hospice
St. George's Health Service
Prague House

APPOINTMENT OF NEW MEMBERS

Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Animal Ethics Committee (AEC) is committed to fulfilling the governing principles of the *Australian code for the care and use of animals for scientific purposes* (2013), by ensuring members of the AEC are appropriately appointed.

Definitions

DEDJTR is the Department of Economic Development, Jobs, Transport and Resources

SPPL: Scientific Procedures Premises Licence

Procedure

To fill a vacancy, or to expand membership as appropriate, all positions within the AEC may be advertised, this could be internal via email bulletins, consulting with Licence Nominees or external via independent recruitment websites and will be dependent on the membership category to be recruited. Applications from external advertising must be in the form of an expression of interest letter and brief CV.

An informal interview process will then follow, to ensure possible candidates are appropriately skilled and meet the membership requirements. The interview panel may be determined using discretion, but should include, at a minimum, the AEC Chair and Secretary and a current AEC member. Following the interview candidates may be invited to attend the next scheduled AEC meeting as an observer.

Successful candidates must be endorsed by the Director of Research and an appointment letter issued from the Chief Executive Officer. To obtain an appointment letter the AEC Secretary will email the candidate's expression of interest, CV, endorsement from Director of Research and template appointment letter to CEO Executive Assistant who will organise for review and signature. The initial appointment term will be one year with the signed letter sent to the incumbent as confirmation of appointment.

Prior to the commencement of duties, all new members will undergo an induction program and must sign a formal declaration ("Members Agreement"), to confirm they understand their roles and responsibilities in terms of declaring conflicts of interest, privacy and reviewing protocols as prescribed by The Code.

Upon completion of the initial one year term, members may be informally addressed by the Research Governance Unit and/or Chair to determine whether re-appointment for a further

three year term will be sought. If re-appointment is agreed, a CEO appointment letter will be organised and sent to the incumbent as confirmation of re-appointment.

A copy of all documentation relating to AEC member appointments will be kept in the Research Governance Unit.

AEC members may resign from the Committee during their appointment term; however a minimum of two meetings notice should be given, if possible, to allow for recruitment of a replacement member.

AEC membership details must be kept updated at DEDJTR for each SPPL the AEC is listed on, a Licence Variation form must be submitted at each Committee membership change and include details regarding the eligibility of the proposed new member. DEDJTR may provide guidance on the whether the new member meets the criteria of the nominated category.

Associated Procedures/Instructions

1.3 – Scientific Procedures Premises Licence (SPPL)

4.3 – Induction of New Members

Reference Documents

- Australian code for the care and use of animals for scientific purposes (2013)
- Australian Code for the Responsible Conduct of Research (2018)

Authorized by:



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