



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

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

Definitions

Nil

Procedure

Once confirmation of appointment has been received from the Chief Executive Officer, all new AEC members will participate in an induction program.

All new members will be given a copy of the Research Governance Unit AEC Induction Package and a copy of the *Australian code for the care and use of animals for scientific purposes* (2013), Terms of Reference, access provided to SOPs and any other related documents.

The AEC Secretary will meet with all new members to discuss the Induction Package and activities of the AEC. This also provides an opportunity for new members to ask questions regarding the ethical review process.

All members 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.

Associated Procedures/Instructions

4.2 – Appointment 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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