



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

## STANDARD OPERATING PROCEDURES

### Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Human Research Ethics Committee is committed to ensuring the ongoing management of Standard Operating Procedures.

### Definitions

Nil

### Procedure

To ensure all Standard Operating Procedures (SOPs) are created, reviewed and updated as appropriate, the Research Governance Unit (RGU) must ensure all documents contain an identifier containing details such as the author of the SOP, the date originally issued, and the date the SOP is to be reviewed.

All SOPs must be reviewed (and updated as applicable) by the Deputy Director of the RGU at least once every three years. All changes must be confirmed and approved by the Director of Research. Once approved, the identifier must be updated, and the new procedure implemented.

The creation of new SOPs is encouraged, to ensure accountability and transparency. When writing a new SOP, the standard template must be utilised. References to any guidelines, legislation and existing SOPs must also be included. All new procedures must be confirmed and approved by the Director of Research prior to implementation and publication.

### Associated Procedures/Instructions

All

### Reference Documents

- The National Statement on Ethical Conduct in Research Involving Humans in accordance with the NHMRC Act, 2007 (Updated 2018)
- Australian Code for the Responsible Conduct of Research (2018)

Authorized by:

A handwritten signature in black ink, appearing to read 'M. Robertson', written over a white rectangular background.

Dr Megan Robertson  
Director of Research

<b>Author:</b> Dr Tam Nguyen, Deputy Director	
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