

# HREC Standard Operating Procedure

## 5.5 Responsibilities of HREC Members

### Statement of Intent and Outcomes

The St Vincent's Hospital Melbourne (SVHM) Human Research Ethics Committee (HREC) is committed to fulfilling Section 5.2 of the National Statement on Ethical Conduct in Human Research (2023) by ensuring all HREC members are aware of their responsibilities.

### Procedures

To ensure the responsibilities of HREC members are fulfilled, all members of the HREC must be familiar with, and apply the principals of the National Statement on Ethical Conduct in Human Research (2023).

Each member of the HREC is responsible for deciding whether in his or her judgement a proposal submitted to the Committee meets the requirements of this National Statement, and is ethically acceptable.

To fulfil that responsibility, each member must:

- i. Be familiar with The National Statement on Ethical Conduct in Human Research (2023), Australian Code for Responsible Conduct of Research (2018) and the Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders (2018) and use this document to guide the process of review, providing references where applicable.
- ii. Actively seek and consult other guidelines (as applicable) which may be relevant to the review of specific research projects.
- iii. Read all of the application documents, and attend scheduled HREC meetings. Document their queries on the pro forma provided by the RGU team, and if unavailable, provide an apology with their completed pro forma.
- iv. Attend continuing education and/or training programs in research ethics at least every three years, and formally notify the HREC Manager or Senior HREC Officer of attendance.
- v. Ensure the confidentiality of all research and committee related activities are maintained at all times.
- vi. Formally declare any potential conflicts of interest as soon as practicable.

### Associated Procedures/Instructions

Procedure 5.6 – Training for HREC Members  
Producer 5.7 – Conflicts of Interest

### Reference Documents

- The National Statement on Ethical Conduct in Human Research (2023)



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- Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders (2018)
- Australian Code for the Responsible Conduct of Research (2018)

**Authorised by:** Dr Megan Robertson, Director of Research

A handwritten signature in black ink, appearing to read 'Megan Robertson', written over a horizontal blue line.

Megan ROBERTSON (Jul 1, 2024 09:46 GMT+10)

**Author:** Alexandra Braun, HREC Executive Officer

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# 5.5 Responsibilities of HREC Members

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