



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

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## RESPONSIBILITIES OF HREC MEMBERS

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### Statement of Intent and Outcomes

The St Vincent's Hospital Human Research Ethics Committee is committed to fulfilling Section 5 of The National Statement on Ethical Conduct in Human Research (2007, updated 2018) by ensuring all Human Research Ethics Committee members are aware of their responsibilities.

### Definitions

Nil

### Procedure

To ensure the responsibilities of Human Research Ethics Committee members are fulfilled, all members of the Ethics of Human Research Committee must be familiar with, and apply the principals of The National Statement on Ethical Conduct in Human Research (2007, updated 2018).

Each member of the Human Research Ethics Committee 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 (2007, updated 2018), 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 meetings of the Committee. Document their comments on proforma provided by the RGU team. (or, if unavailable, provide an apology)
- 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

Procedure 5.7 – Conflicts of Interest

**Reference Documents**

- The National Statement on Ethical Conduct in Research Involving Humans in accordance with the NHMRC Act, 2007 – Updated 2018 (Cth)
- 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)

Authorized by:



Dr Megan Robertson  
Director of Research

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