

# Latrobe Regional Hospital

## Human Research Ethics Committee

### Terms of Reference

#### (Page 1 of 3)

The Human Research Ethics Committee (HREC) is constituted according to the National Health & Medical Research Council (NHMRC) National Statement on Ethical Conduct in Human Research (National Statement) and other relevant policies and documents.

#### 1. Purpose

- 1.1 To provide scientific and ethical review of projects involving research on human subjects.

#### 2. Objectives

- 2.1 To review scientific and ethical merit of human research proposals according to the principles set out in the National Statement.
- 2.2 To implement policies of the NHMRC, where necessary.
- 2.3 To review the ethics of research practice and policies within LRH and LRH HREC-affiliated health services.

#### 3. Responsibilities

- 3.1 To review research projects undertaken by LRH and health services that request ethical review (LRH HREC-affiliated) on research conducted at that health service.
- 3.2 To review ethical issues affecting clients of LRH and LRH HREC-affiliated health services and to provide a decision on research projects on the basis of scientific merit and ethics.
- 3.3 The Committee is responsible to the LRH Board of Directors for maintaining a register of all human research projects conducted at LRH.
- 3.4 Make recommendations to the LRH Board of Directors as appropriate and within the Terms of Reference of the HREC.

#### 4. Membership

##### 4.1 Core Members

- Chair and Deputy Chair (LRH Board Members)
- Chief Executive Officer or Nominee
- Lay Person – Woman, independent of LRH
- Lay Person – Man, independent of LRH
- Minimum of two persons with current experience that is relevant to research proposals to be considered at the meetings they attend.  
*\* These two members may be selected, according to need, from an established pool of inducted members with relevant expertise.*
- Person with knowledge of, and current experience in, the professional care, counselling or treatment of people; e.g. a nurse or allied health professional.
- Person who performs a pastoral care role in the community; eg a Minister of Religion or an Aboriginal elder.
- Lawyer, where possible one who is not engaged to advise LRH.

*No member may be appointed in more than one category. However a pool of inducted members in each category may be established. These members may attend meetings to meet minimum HREC requirements, and may also be available to provide expertise for the research under review.*

**Latrobe Regional Hospital**  
**Human Research Ethics Committee**  
**Terms of Reference**  
**(Page 2 of 3)**

**The membership pool should include:**

- Director of Nursing & Midwifery or Nominee
- Member of Nursing Staff
- Member of Mental Health Clinical Staff
- Medical Graduate with research experience

**4.2 Membership**

- The Chair and Deputy Chair of the HREC shall be a Board Director as determined by the LRH Board of Directors.
- The LRH Chief Executive shall appoint members of the Committee initially for a term of one year, with an option for a further three year term. Members shall be eligible for reappointment.
- Members shall be provided with a formal notice of appointment.
- In the case of extended leave, a member may nominate a proxy to the Committee to attend meetings. This proxy must be ratified by the Committee

**4.3 HREC-affiliated health services**

Organisations or agencies external to LRH, from time to time, may request that the LRH HREC review proposed research projects, for scientific and ethical merit, to be conducted at their health service.

**5. Meetings**

- 5.1 The Committee shall meet every two months, or as determine by the Chief Executive.
- 5.2 A quorum shall consist of eight members, of whom one shall be an LRH Board Director and one representative from the LRH Executive.
- 5.3 Any members who cannot be present at the meeting may forward comments, on any of the issues raised in the agenda, to the Secretary of the Committee prior to the meeting so that those opinions can be tabled at the meeting.
- 5.4 People may be co-opted to provide specialist expertise in relation to scientific merit and ethical implications of research proposals and provide written advice to the HREC on projects which are outside the expertise of the Committee. This advice should be included in the papers for the HREC meeting.
- 5.5 Where there is not a Quorum, decisions shall have no standing unless ratified by a subsequent meeting. If the Chair has received advice from core members, this advice shall be recorded and circulated with the next Committee Agenda.
- 5.6 Conflict of interest. No member of the Committee shall participate in the decision making on a research project where they have declared a conflict of interest and/or they are personally involved in the research. Members that have declared a conflict of interest shall leave the meeting during the discussion of the research proposal.

**Latrobe Regional Hospital**  
**Human Research Ethics Committee**  
**Terms of Reference**  
**(Page 3 of 3)**

**6. Reporting**

- 6.1 The minutes of LRH HREC meetings will be presented to the next scheduled meeting of LRH Board of Directors for ratification.
- 6.2 An annual report will be submitted as required to the NHMRC.
- 6.3 An annual report will be submitted as required to the Victorian Health Services Commissioner.

**7. Deliverables**

- 7.1 To ensure that a high standard of ethical and scientific merit is achieved when considering proposed research projects for ethics approval.
- 7.2 Receive and consider research applications and deliver an ethical decision in a timely manner.
- 7.3 To receive reports on approved research projects at 12 month intervals and at the completion of the research project.
- 7.4 Maintain an up to date register of projects, including the decision reached by the HREC.
- 7.5 Formulate policy and review research practices at LRH with due regard to Victorian and Commonwealth Government legislation.
- 7.6 Monitor complaints received by LRH's Patient Liaison Manager Officer relevant to research projects approved by the HREC.