

HUMAN RESEARCH ETHICS COMMITTEE

A committee of the Academic Board

There shall be a Human Research Ethics Committee:

- (a) which shall be responsible for ensuring that any research project that is in any people-related field meets all legal and moral ethical requirements;
- (b) which shall be constituted as follows:
 - at least seven members appointed by the Academic Board of the College, commonly on the recommendation of the respective Member Institutions;
 - further members as is seen to be necessary;
 - (iii) the Dean;
- (c) which shall comprise the following persons:
 - (i) a chairperson;
 - (ii) at least two members who are lay people, one man and one woman, who have an affiliation with the College, who are not currently involved in medical, scientific or legal work, and who are preferably from the community in which the College is located;
 - at least one member with knowledge of, and current experience in, the areas of research that are regularly considered by the committee (e.g. health, medical, social, psychological, epidemiological, as appropriate);
 - at least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people (e.g. medical practitioner, clinical psychologist, social worker, nurse, as appropriate);
 - (v) at least one member who is a minister of religion, or a person who performs a similar role in a community;
 - (vi) at least one member who is a lawyer;
- (d) whose chairperson shall be:
 - (i) appointed by the Academic Board on the nomination of the committee, the term of that appointment being for three years renewable;
 - (ii) an ex-officio member of the Academic Board;
- (e) whose members shall be appointed by the Academic Board for a period of three years and any person who currently serves on the committee is eligible for re-appointment to the committee;
- (f) whose terms of reference shall be to
 - (i) review and approve, require amendment of, or reject on ethical grounds, all research proposals involving human participants;
 - (ii) protect the rights and welfare of participants in research;

- (iii) decide whether the conduct of each research proposal submitted to the Human Research Ethics Committee will so protect participants;
 - (iv) ensure that it is sufficiently informed on all aspects of a research protocol, including its scientific and statistical validity, that are relevant to deciding whether the protocol is acceptable both on ethical grounds and conforms with the NHRMC;
 - (v) ensure that the conduct of all research approved by the Human Research Ethics Committee is monitored by procedures and/or by utilizing existing mechanisms within the College which will ensure the achievement of the goals for monitoring as determined by the College and the Human Research Ethics Committee;
 - (vi) require that researchers immediately report anything which might warrant review of ethical approval of the protocol, including:
 - 1) serious or unexpected adverse effects on participants;
 - 2) proposed changes to the protocol;
 - 3) unforeseen events that might affect continued ethical acceptability of the project;
 - (vii) require researchers to inform the Human Research Ethics Committee, giving reasons, if the research subject is discontinued before the expected date of completion;
 - (viii) receive and promptly handle complaints about the conduct of an approved research project;
 - (ix) recommend to the Academic Board, after due processes, that the research project be discontinued, suspended, or that other necessary steps be taken; and provide information from its records to the NHMRC on request;
- (g) which shall meet as required.