

Governance

Advisory/Management Committees



THE UNIVERSITY
of ADELAIDE

HUMAN RESEARCH ETHICS COMMITTEE

Establishment

<i>When:</i>	13 November 1981 2015 established as sub-committee of University Research Committee
<i>By what authority:</i>	The University Council
<i>For what period:</i>	Ongoing

Role

<i>Nature:</i>	To protect the welfare and rights of participants in research. It must ensure the effective consent of research participants in a research project and that any risk which may be involved is acceptable.
<i>Terms of Reference:</i>	<p>For University research, the Committee will:</p> <ul style="list-style-type: none">▪ apply the ethical principles and values set out in the <i>National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)</i>, the <i>Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and Communities: Guidelines for researchers and stakeholders 2018</i>, as well as other guideline papers published from time to time by the NHMRC;▪ cooperate closely with the Australian Health Ethics Committee (AHEC), a principal committee of the NHMRC;▪ consider the ethical implications of proposed research projects on human participants and to determine whether or not they are acceptable on ethical grounds;▪ provide surveillance of research projects until completion so that the Committee may be satisfied that they continue to conform with approved ethical standards;▪ maintain a record of all proposed and approved research projects;▪ review projects granted approval by other NHMRC registered HRECs and accept these approvals where appropriate.
<i>Reporting line:</i>	<p>The Committee reports to and is accountable to the Deputy Vice-Chancellor (Research) and the University Research Committee.</p> <p>As an NHMRC registered HREC, annual reporting to the NHMRC is a requirement for ongoing registration. In addition the HREC reports routinely to the University.</p>
<i>Quorum:</i>	The minimum membership required is eight members in the categories specified in Section 5.1.30 of the <i>National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)</i> .

As far as possible, each HREC meeting should be arranged to enable at least one member in each category to attend.

Where there is less than full attendance of the minimum membership at a meeting, the Chairperson should be satisfied, before a decision is reached, that the views of those absent who belong to the minimum membership have been received and considered.

Procedures prescribed: As per the requirements in Section 5.1.37 of the *National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)*.

Frequency of meetings: Seven meetings per annum.

List of any sub-committees/review groups: Review Groups to consider low risk human research ethics applications are established in the Faculties of Arts and Professions and the Faculty of Health and Medical Sciences. A Subcommittee in the School of Psychology is also established to consider low risk human research ethics applications.

Membership

Any categories prescribed: Composition of the Committee is prescribed as per Section 5.1.29 to 5.1.33 of the *National Statement on Ethical Conduct in Human Research 2007 (Updated 2018)* including:

- (a) a chairperson, with suitable experience, whose other responsibilities will not impair the HREC's capacity to carry out its obligations under this National Statement;
- (b) at least two lay people, one man and one woman, who have no affiliation with the institution and do not currently engage in medical, scientific, legal or academic work;
- (c) at least one person with knowledge of, and current experience in, the professional care, counselling or treatment of people; for example, a nurse or allied health professional;
- (d) at least one person who performs a pastoral care role in a community, for example, an Aboriginal elder, a minister of religion;
- (e) at least one lawyer, where possible one who is not engaged to advise the institution; and
- (f) at least two people with current research 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.

No member may be appointed in more than one of the categories.

Proxies: Alternate members can be called upon to attend a meeting as may be required. These individuals are members of other established NHMRC registered HRECs and have expertise in the relevant membership category.

Term of Office: Up to 3 years with the option of extending the term.

Members are nominated through the HREC Convenor and are appointed by the Deputy Vice-Chancellor (Research). Nominations are made to fill vacancies as required.

How is the Convenor appointed?:

The Convenor should hold a senior position within the institution. Appointment is made by the Deputy Vice-Chancellor (Research).

Administration (Executive Officer):

Office of Research Ethics, Compliance, and Integrity.

Attendance:

The Committee may invite or co-opt any person to attend or participate or both in any of its meetings. Such persons shall not be eligible to vote. The Committee may also call upon experts for specialist advice.

The Chancellor and Vice-Chancellor and President are ex-officio members of all Committees of Council and the Vice-Chancellor and President is an ex-officio member of all Committees of the University.

External volunteer members of the Committees are entitled to an honorarium for each meeting attended. The honorarium is offered in recognition of the time given by volunteer members in attending meetings and for possible out-of-pocket expenses incurred in the course of attending meetings.

Contact person and phone/email

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