



ETHICS COMMITTEE

STANDARD OPERATING PROCEDURE SOP008

TITLE: Recruitment, Induction and Training of Ethics and Sub-Committee Members

1 PURPOSE

The purpose of this SOP is to outline the processes in place for carrying out Ethics Committee and sub-committee member recruitment, induction and training that meets the organisational needs and is consistent with the *National Statement on Ethical Conduct in Human Research (2007, and as amended)* (The National Statement).

2 SCOPE

This SOP applies to the recruitment, induction and training process for both the Ethics Committee and sub-committee members.

3 RESPONSIBILITY

It is the responsibility of the Ethics Committee Secretariat, the Chairs of the Ethics Committee and its sub-committees to follow and adhere to the processes outlined in this SOP.

4 PROCEDURE

4.1 Recruitment of Committee Members

4.1.1 Recruitment of Ethics Committee Members

- The existence and nature of a committee vacancy is communicated throughout the hospital and beyond, via appropriate networks.
- Prospective members may also be recruited by direct approach or nomination.
- All expressions of interest must be directed to the Ethics Committee Secretariat. A copy of the applicants Curriculum Vitae should also be forwarded to the Ethics Committee Secretariat.
- The Ethics Coordinator, in conjunction with the Chair/Deputy Chair of the Ethics Committee should review any expressions of interest considering the following points:
 - Does the applicant fall into the appropriate member category as defined in the National Statement?
 - Does the applicant possess relevant experience or expertise?
 - Does the applicant demonstrate sufficient competencies to carry out adequate reviews?
- When a suitable applicant has been selected, an interview with the Ethics Coordinator should take place. The Chair/Deputy Chair of the Ethics Committee may also attend. The purpose of this interview is to brief the applicant about the requirements and conditions of membership and to confirm the applicant's interest. Applicant may attend an Ethics Committee Meeting, prior to

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appointment, as an observer to determine whether they would be interested in the position.

- Once the applicant has verbally agreed to accept the committee membership, an official letter of appointment that covers confidentiality must be signed. An induction process may then begin. (See Section 4.2)

4.1.1.1 Appointment of an Ethics Committee Chair and Deputy Chair

The Chief Executive shall appoint a Chair from among the members. The Committee members shall appoint a Deputy Chair of the Ethics Committee from among the members.

4.1.2 Recruitment of Sub-Committee Members

- The existence and nature of a sub-committee vacancy should be communicated throughout the hospital and beyond, via appropriate networks.
- Prospective members may also be recruited by direct approach or nomination.
- All expressions of interest must be directed to the Ethics Committee Secretariat. A copy of the applicant's Curriculum Vitae should also be forwarded to the Ethics Committee Secretariat.
- The Ethics Coordinator, in conjunction with the Chair and/or Deputy Chair of the sub-committee should review any expressions of interest considering whether the applicant possesses relevant experience or expertise as defined in the National Statement?
- When a suitable applicant has been selected, an interview with the Ethics Coordinator should take place. The Chair/Deputy Chair of the sub-committee may also attend. The purpose of this interview is to brief the applicant about the requirements and conditions of membership and to confirm the applicant's interest. Applicant may attend a committee meeting, prior to appointment, as an observer to determine whether they would be interested in the position.
- Once the applicant has verbally agreed to accept the committee membership, an official letter of appointment that covers confidentiality must be signed. An induction process may then begin. (See Section 4.2)

4.1.2.1 Appointment of Sub-Committee Chairs

Chairs of sub-committees are selected from amongst its members (in conjunction with the Ethics Co-ordinator) and a nomination made to the Ethics Committee, as a recommendation for appointment. The initial appointments are for 3 years and the incumbent Chair is eligible for re-appointment. The Chairs of TRMC and CRC are also members of the HREC.

4.2 Induction for New Committee Members

After appointment, a new committee members receive an induction program as outlined below:

4.2.1 Induction for Non-Peter MacCallum Cancer Centre Committee Members

All new non-Peter Mac committee members may receive the following as part of an induction program:

- Be offered an organised tour of the Peter Mac
- Attend a meeting, conducted by the Ethics Coordinator, along with the appropriate Committee Chair if necessary, to outline the requirements and conditions of membership. The new member should also be briefed about things such as:
 - Meeting dates
 - Submission deadlines
 - Project distribution dates
- Receive an introduction to other Committee Members.
- Complete a Declaration of Interest Form
- Be provided with relevant documentation and guidelines. These include:
 - Peter Mac Ethics Committee and/or sub- committee Terms of Reference
 - List of Ethics Committee and/or sub-committee meeting dates for the relevant calendar year
 - Current list of members of the Peter Mac Ethics Committee and/or sub-committee
 - NHMRC National Statement on Ethical Conduct in Human Research (2007 and as amended)
 - NHMRC Australian Code for the Responsible Conduct of Research (2007)
 - Guidelines approved under the Health Records Act 2001 (Vic) and Section 95A of the Privacy Act 1988 (2014)(Commonwealth)

4.2.2 Induction for Peter Mac Staff Members

It has been recognised that Peter Mac staff members will have already received a portion of the induction process via the standard staff induction program. As a result, all new Peter Mac Staff committee members do not need to receive an organised tour of the hospital. All other inductions steps should be observed.

4.3 Ongoing Training for Ethics Committee and Sub-Committee Members

All members of the Ethics Committee, and its sub-committees, are required by the National Statement to undergo ongoing training.

The Ethics Committee Secretariat staff should, where possible, inform the members of the Ethics Committee and subcommittees of any upcoming training that may be of interest or relevance. This may be communicated to the members via committee meetings or via emails between meetings. Types of suitable training may include, but are not limited to:

- Internal Peter Mac training relating to ethics
- Externally organised training relating to ethics
- Government organised training sessions (e.g. NHMRC or CCCTR seminars)
- Human Research Ethics Seminars
- Any other training that would assist in their role as committee member

If and when the members of the Ethics Committee or sub-committees express interest in such sessions, the Ethics Committee Secretariat organise attendance to these sessions on behalf of the members. A record of the training attended by each committee member should be kept. A record is also kept of the training opportunities notified to members.

5 RELEVANT DOCUMENTS

POLICY 21.1.1 Responsible Conduct of Research

SOP001 Ethics Committee

SOP003 Handling Conflict of Interest in Ethical Review of Research

END OF DOCUMENT