

Austin Health Position Description



Position Title:	Human Research Ethics Committee Membership – Community Care
Business Unit/ Department:	Office for Research
Hours per week:	4 hours per month (February – December) + time taken to review meeting package
Reports to:	Manager, Office for Research
Date:	31 July 2022

About Austin Health

Austin Health is one of Victoria’s largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs nearly 9,000 staff across all sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading-edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service and child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne’s north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health’s current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future www.austin.org.au/about-us.

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>.

About the Human Research Ethics Committee at Austin

The Austin Health Human Research Ethics Committee (HREC) operates in accordance with the National Statement on Ethical Conduct in Human Research (2007) Updated 2018 (the [National Statement](#)) and the Australian Code for the Responsible Conduct of Research (the Code). The primary responsibility of the HREC is to ensure research proposals are designed in accordance with the following values:

- a. respect for human beings
- b. research merit and integrity
- c. justice
- d. beneficence

The functions and responsibilities of the HREC are to:

- a. Review applications for projects and approve only those projects that are ethically acceptable as defined by section 2.1.3 of the National Statement and conform to the requirements of the [National Statement](#).
- b. Review applications for activities associated with research conducted with or about people, or their data or tissue.
- c. Conduct follow-up review of approved projects and activities, and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the [National Statement](#).
- d. Take appropriate actions regarding unexpected adverse events.
- e. Take appropriate actions regarding non-compliance.
- f. Provide advice and recommendations to the institution.
- g. Report on its operations to the institution.

Membership:

In accordance with the [National Statement \(Section 5.1.30\)](#), the membership of the HREC will consist of the following:

- a. A Chairperson, with suitable experience and whose other responsibilities will not impair the HREC's capacity to carry out its obligations under the [National Statement](#).
- b. At least two lay people, 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, an allied health professional.
- d. At least one person who performs a pastoral care role in the community.
- e. At least one lawyer, where possible who is not engaged to advise the institution.
- f. At least two people with current research experience that is relevant to research proposals to be considered at the meetings they attend.

Meeting schedule:

The HREC meetings are held twice a month on Thursday between February to December (3-6pm), each member is required to attend at least one meeting per month. These sessions are remunerated.

The meetings are usually held at the Austin Hospital (145 Studley Road, Heidelberg, VIC 3084) but are currently being organized via Zoom, an online platform.

Position Requirements and Selection Criteria

The successful candidate would

- Perform a pastoral care role in the community, which is inclusive of both non-religious and religious forms of support;
- Become familiar with the [National Statement](#);
- Attend at least half of the scheduled meetings in the calendar year;
- Review applications and make recommendations regarding the ethical acceptability of projects presented to the HREC;
- Ensure that any comments submitted about a project are relevant to the National Statement and other relevant guidelines and regulations;
- From time to time, be willing to review HREC items outside of the normal meeting schedule;
- From time to time participate in our Community of Practice, where real-time feedback is given to researchers about their project prior to submission; and
- Maintain confidentiality of the committee's proceedings.

Desirable criteria

- Currently providing pastoral care/support to communities with LGBTIQ+ background;
- Currently providing pastoral care/support to communities with diverse Indigenous background;
- Currently providing pastoral care/support to communities with culturally and linguistically diverse background.

Diversity and Inclusion

Austin Health advocates equal opportunity and is committed to promoting a safe and rewarding workplace that encourages diversity and inclusion.

We appreciate differences in race, culture, ethnicity, sexual orientation, gender, nationality and physical ability. We welcome applications from all backgrounds as we recognise the significant importance and value of enriching diversity and inclusion in our communities.

Document Review Agreement

Manager Signature	
Employee Signature	
Date	