

JOB TITLE: Executive Officer, Adventist HealthCare Limited Human Research Ethics Committee (HREC)	
CLASSIFICATION: Administrator	SERVICE AREA: CEO Service
ROLE PURPOSE: Manage the business of, and provide high level executive support to the HREC, the HREC Chairperson and Vice-Chairperson and any sub-committees	
GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES: <ul style="list-style-type: none"> • Liaise with researchers, receive and process research submissions and notify researchers of HREC decisions • Manage all aspects of ethical review of research • Review research submissions and ensure documentation is complete • Support the Chairperson and Vice-Chairperson and any sub-committee • Facilitate HREC Committee meetings as a non-voting member • Forward HREC approved participant documents, to Manager, Marketing & Public Relations for approval • Maintain HREC records including HRETrack • Maintain currency of HREC web page • Ensure collection of fees for HREC review • Prepare reports to regulatory bodies and Group Board of Directors • Conduct monitoring of approved research including annual progress reports, final reports and serious adverse events • Ensure researchers comply with the Group insurance and indemnity requirements • Monitor relevant regulatory and policy developments to ensure changes are incorporated into HREC policy and procedures. • Maintain currency of HREC documentation and functions • Recommend appointment of new Committee members and provide induction and support • Maintain confidentiality regarding the content of research proposals and Committee proceedings during tenure and post-tenure • Receive complaints regarding the HREC's functions and ethical conduct of research • Declare any conflict of interest, which exists or may arise, during tenure • Declare any criminal conviction or disciplinary action, which may prejudice standing as a Committee member • Develop and implement a continuing education program for HREC members • Agree to name and membership category being made available to the public 	
ATTRIBUTES: <ul style="list-style-type: none"> • Ability to provide high level executive support and administration • Interest in ethics and a capacity to understand ethical issues • Ability to work collaboratively and communicate with researchers, HREC members, AHCL personnel and others • Capacity for self-directed work and development • Understanding and knowledge of health research • Commitment to maintaining the currency of the Committee and it's functions • Proficiency in word processing • Ability to mediate 	
DESIRED EXPERIENCE PROFILE: <ul style="list-style-type: none"> • Administrative experience • Understanding and experience of an institutional ethics committee • Participation in health-related research • Working knowledge of Microsoft Word and Excel programs and HRETrack 	

ROLE DIMENSIONS:

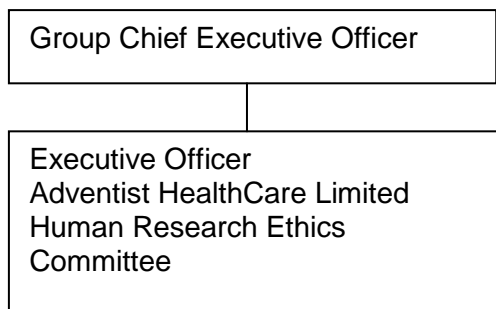
- Human Research Ethics Committee
- HREC Chairperson, Vice-Chairperson and Recording Secretary
- Group Leader, Spiritual Care Services
- Researchers, research participants, research sponsors
- Group Board of Directors
- Group Chief Executive Officer
- Group Director of Risk Management
- National Health & Medical Research Council (NHMRC)
- NSW Privacy Commissioner
- Australasian Research Institute (ARI)

DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED:

- Facilitate decision making in harmony with the Committee's Terms of Reference and Standard Operating Procedures

ORGANISATIONAL CHART:

In addition to completing this chart, attach Department/Service Organisational Chart.



YOUR SUPERVISOR:

Group Chief Executive Officer

YOUR ROLE:

Research Governance & Ethics Officer
Adventist HealthCare Limited

YOUR SUBORDINATES:

None

OTHER INFORMATION:

CONFIRMATION:

Signature:
Group Secretary

Date

Signature:
Research Governance & Ethics Officer

Date