



JOB TITLE: Recording Secretary Sydney Adventist Hospital Human Research Ethics Committee	
CLASSIFICATION: Non-Award	SERVICE AREA: Ethics
ROLE PURPOSE: Record the Committee's proceedings	
GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES: <ul style="list-style-type: none"> • Attend Committee meetings and record the proceedings • Formulate the minutes including a summary of discussion and actions taken • Format the minutes and forward to the Executive Secretary for review • Save an electronic copy of minutes to ISYS, the Hospital's secure administrative document database/indexing system • Maintain confidentiality regarding the content of research proposals and Committee proceedings 	
ATTRIBUTES: <ul style="list-style-type: none"> • Effective communication skills • Proficiency in word processing • Interest in ethics and a capacity to understand ethical issues 	
DESIRED EXPERIENCE PROFILE: <ul style="list-style-type: none"> • Experience in taking and formulating committee minutes at an administrative level 	
ROLE DIMENSIONS: <ul style="list-style-type: none"> • Human Research Ethics Committee • Executive Secretary 	
DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED: <ul style="list-style-type: none"> • Document the Committee's proceedings in harmony with the Committee's Terms of Reference 	
CONFIRMATION:	
_____ Signature, Secretary Board of Directors	_____ Signature, Recording Secretary
_____ Date	_____ Date