



JOB TITLE: Vice Chairperson Sydney Adventist Hospital Human Research Ethics Committee	
CLASSIFICATION: Non-Award	SERVICE AREA: Ethics
ROLE PURPOSE: Facilitate the functions of the Committee within the Hospital's organisational structures.	
GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES: <ul style="list-style-type: none"> • Deputise for the Chairperson, as required • Review research proposals and consider their ethical implications with regards to protecting the welfare and rights of participants in research • Attend Committee meetings and contribute to the decision making process • Maintain confidentiality regarding the content of research proposals and Committee proceedings • Liaise with the Hospital Executive on matters concerning the Committee and the Executive • Liaise with the Committee's Executive Secretary • Resolve complaints regarding the Committee's functions 	
ATTRIBUTES: <ul style="list-style-type: none"> • Interest in ethics and knowledge of National Health and Medical Research Council requirements for Institutional Ethics Committees • Ability to chair meetings • Ability to work collaboratively and communicate well • Ability to mediate 	
DESIRED EXPERIENCE PROFILE: <ul style="list-style-type: none"> • Experience as human research ethics committee member 	
ROLE DIMENSIONS: <ul style="list-style-type: none"> • Human Research Ethics Committee • Sydney Adventist Hospital Chief Executive Officer • Chairperson and Executive Secretary • Researchers and research participants 	
DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED: <ul style="list-style-type: none"> • Facilitate decision making in harmony with the Committee's Terms of Reference 	
CONFIRMATION:	
_____ Signature, Secretary Board of Directors	_____ Signature, Vice Chairperson
_____ Date	_____ Date