



<p>JOB TITLE: Chairperson Sydney Adventist Hospital Human Research Ethics Committee</p>	
<p>CLASSIFICATION: Non-Award</p>	<p>SERVICE AREA: Ethics</p>
<p>ROLE PURPOSE: Preside over the work of the Committee and facilitate it's functions</p>	
<p>GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Conduct the work of the Committee in harmony with the Committee's Terms of Reference and Working Policy • Delegate to the Vice Chairperson, in the absence of the Chairperson • Confer with the Executive Secretary regarding the Committee's functions • Attend Committee meetings and preside over the Committee's decision making • Review research proposals and consider their ethical implications with regards to protecting the welfare and rights of the participants in research • Consider whether the Committee is sufficiently informed on all aspects of research proposals • Determine that the views of absent members have been received and considered • Monitor conflict of interest within the Committee and when seeking advice from experts • Maintain confidentiality regarding the content of research proposals and Committee proceedings • Report to the National Health and Medical Research Council regarding compliance with the National Statement • Represent the Committee internally and externally 	
<p>ATTRIBUTES:</p> <ul style="list-style-type: none"> • Qualification and/or experience in healthcare, administration or research • Experience in committee work • Interest in ethics and knowledge of National Health and Medical Research Council requirements for Institutional Ethics Committees • Ability to work collaboratively and communicate well 	
<p>DESIRED EXPERIENCE PROFILE:</p> <ul style="list-style-type: none"> • Experience in chairing meetings • Experience as human research ethics committee member 	
<p>ROLE DIMENSIONS:</p> <ul style="list-style-type: none"> • Sydney Adventist Hospital Board of Directors • Human Research Ethics Committee • Executive Secretary and Vice Chairperson • National Health and Medical Research Council (NHMRC) 	
<p>DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED: Facilitate decision making in harmony with the Committee's Terms of Reference</p>	

CONFIRMATION:

Signature, Secretary Board of Directors

Signature, Chairperson

Date

Date