

<b>JOB TITLE:</b> Chairperson, Adventist HealthCare Limited Human Research Ethics Committee	
<b>CLASSIFICATION:</b> Non-Award	<b>SERVICE AREA:</b> Ethics
<b>ROLE PURPOSE:</b> Preside over the work of the Committee and facilitate it's functions	
<b>GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Conduct the work of the Committee in harmony with the Committee's Terms of Reference and Standard Operating Procedures</li> <li>• Delegate to the Vice Chairperson, in the absence of the Chairperson</li> <li>• Confer with the Executive Officer regarding the Committee's functions</li> <li>• Attend Committee meetings and preside over the Committee's decision making</li> <li>• Review research proposals and consider their ethical implications with regards to protecting the welfare and rights of the participants in research</li> <li>• Consider whether the Committee is sufficiently informed on all aspects of research proposals</li> <li>• Determine that the views of absent members have been received and considered</li> <li>• Monitor conflict of interest within the Committee and when seeking advice from experts</li> <li>• Maintain confidentiality regarding the content of research proposals and Committee proceedings during tenure and post-tenure</li> <li>• Report to the National Health and Medical Research Council regarding compliance with the <i>National Statement</i></li> <li>• Represent the Committee internally and externally</li> <li>• Declare any conflict of interest, which exists or may arise, during tenure</li> <li>• Declare any criminal conviction or disciplinary action, which may prejudice standing as a Committee member</li> <li>• Agree to name and membership category being made available to the public</li> </ul>	
<b>ATTRIBUTES:</b> <ul style="list-style-type: none"> <li>• Qualification and/or experience in healthcare, administration, ethics or research</li> <li>• Experience in committee work</li> <li>• Interest in ethics and knowledge of the <i>National Statement</i> requirements for Institutional Ethics Committees</li> <li>• Ability to work collaboratively and communicate well</li> <li>• Time to collaborate with the Executive Officer, participate in meetings and process research submissions eligible for Expedited Review</li> </ul>	
<b>DESIRED EXPERIENCE PROFILE:</b> <ul style="list-style-type: none"> <li>• Experience in chairing meetings</li> <li>• Experience as a human research ethics committee member</li> </ul>	
<b>ROLE DIMENSIONS:</b> <ul style="list-style-type: none"> <li>• Adventist HealthCare Ltd Board of Directors</li> <li>• Human Research Ethics Committee</li> <li>• Executive Officer and Vice Chairperson</li> <li>• National Health and Medical Research Council (NHMRC)</li> </ul>	
<b>DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED:</b> Facilitate decision making in harmony with the Committee's Terms of Reference	
<b>CONFIRMATION:</b> Signature: Board Secretary	Signature: Chairperson
Date	Date