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UniSQ AEC Member

Appointment and Re-appointment

The University of Southern Queensland Animal Ethics Committee (UniSQ AEC) Member appointment and re-appointment process is conducted in accordance with Section 2 of the *Australian code for the care and use of animals for scientific purposes 8th Edition 2013,* which sets out institutional responsibilities relating to the establishment of AECs and their composition.

1. Personal Details:

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| Name: |  |
| Email: |  |
| Phone: |  |

1. Category of membership:

There is minimum criteria and recommendations of requirements for each of the categories of membership on the UniSQ AEC. Please tick which membership category for which you are nominating, confirming that you meet the minimum criteria as specified:

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| Member | Minimum Criteria |  |
| Chairperson | It is strongly recommended that the Chairperson meets the following criteria:   * hold a senior position at the University; and * be independent of the care and use of Animals for Scientific Purposes.   The Chairperson may be appointed in addition to Category A to D members. |  |
| Category A | * hold qualifications in veterinary science that are recognised for registration as a veterinary surgeon in Australia; and * possess experience relevant to the University's activities, or the ability to acquire relevant knowledge. |  |
| Category B | * hold higher degree in research qualifications (or equivalent experience) in a field related to the care and use of Animals for Scientific Purposes; and * possess substantial and recent experience in the care and use of Animals for Scientific Purposes. |  |
| Category C | * demonstrate commitment to, and experience in, furthering the welfare of Animals; * hold active membership of, and endorsement by, an Animal welfare organisation (where possible); and * not be an Employee of, or otherwise associated with the University. |  |
| Category D | * not be an Employee of, or otherwise associated with the University; * have never been involved in the use of Animals in scientific or teaching activities, either in their employment or beyond their undergraduate education; * be viewed by the wider community as bringing a completely independent view to the UniSQ AEC; and * not fit the requirements of any other category. |  |

Note, members may be required to hold and/or possess other qualifications, experiences, skills or abilities in addition to those listed above. For example, member training. If required, members will be advised.

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| **Further information:**  Please provide a brief (<300 words) summary indicating how you meet the minimum criteria for the category of membership selected above. For example, if you are expressing an interest in the Category C membership you should provide details of your current active membership.  This section should contain details of qualifications and relevant interests and experience.  If your role requires qualifications or experience, please attach a copy of your CV to your nomination. |
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1. Education and Training:

It is a responsibility of the University of Southern Queensland to ensure that UniSQ AEC members undertake appropriate induction and continuing education. Please confirm your commitment to appropriate education and training in research ethics.

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| Minimum Criteria |  |
| For new appointments, please confirm you are agreeable to meeting these responsibilities below:   1. I commit to attend and actively participate in a UniSQ AEC Member induction session 2. I commit to attend continuing education and/or training programs as appropriate, at least every three years |  |
| For re-appointments:   1. I confirm that I have attended and actively participated in a UniSQ AEC Member induction session 2. I commit to attend continuing education and/or training programs as appropriate, at least every three years |  |

1. Skills and Knowledge:

Members of the UniSQ AEC require certain skills and knowledge. All UniSQ AEC member roles (except where nominating for a Chair and AEC Executive members) should complete section 4a. Those nominating for a Chair or AEC Executive role should complete section 4b.

4a UniSQ AEC members [does not include Chair and AEC Executive roles]

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| **Please provide a short statement (maximum 250 words) indicating how you demonstrate:**   * a familiarity (or ability to become familiar) with the ***Australian code for the care and use of animals for scientific purposes 8th Edition 2013*** and other relevant guidelines; * the ability (or ability to learn) to consult relevant guidelines and other documentation relevant to the review of specific research proposals; * the ability (or commitment) to prepare for and attend scheduled meetings of the USQ AEC, or if unavailable, provide opinion (in writing) on the ethical acceptability of research proposals before meetings, and * the ability (or commitment) to disclose any potential, perceived, or actual conflicts of interest in accordance with the USQ AEC's Terms of Reference. |
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4b UniSQ AEC Chair and AEC Executive members

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| **Please provide a short statement (maximum 500 words) indicating how you demonstrate:**   * a knowledge of the *Australian code for the care and use of animals for scientific purposes 8th Edition 2013* and other guidelines relevant to the review of specific research proposals; * the ability to consult relevant guidelines and other documentation and provide case-by-case advice relevant to the review of specific research proposals; * the ability to prepare and manage written feedback on the ethical acceptability of research proposals as per the UniSQ AEC Executive Review process; and * the ability (or commitment) to disclose any potential, perceived, or actual conflicts of interest in accordance with the UniSQ AEC's Terms of Reference. |
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1. Acknowledgements:

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| I will engage with meeting material to undertake my role on the UniSQ AEC. |  |
| I will comply with, and promote, relevant University policies and procedures pertaining to research ethics and responsible research conduct. |  |
| I will declare any conflict of interests that could influence the objectivity of my decision-making. |  |
| I have completed or will complete the Department of Agriculture, Fisheries and Forestry Form EC14 demonstrating how I have met the minimum criteria of the selected membership category if my application is deemed suitable by UniSQ. |  |
| I will engage with the UniSQ AEC Executive Officer, UniSQ AEC Chair, and/or DVC (R&I) to discuss membership performance (as required). |  |