

UniSQ HREC Member

Appointment and Re-appointment

The University of Southern Queensland Human Research Ethics Committee (UniSQ HREC) Member appointment and re-appointment process is conducted in accordance with Section 5 of the *National Statement on Ethical Conduct in Human Research, 2023,* which sets out institutional responsibilities relating to the establishment of HRECs 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 HREC in accordance with the National Statement. Please tick the membership category for which you are nominating, confirming that you meet the minimum criteria as specified:

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| Member  | Minimum Criteria |  |
| Chairperson | * Suitable experience, including previous HREC membership of a HREC;
* Other responsibilities will not impair the HREC’s capacity to carry out its obligations under the National Statement.
 |[ ]
| Community member | * Brings a broader community or consumer perspective;
* Has no paid affiliation with the University of Southern Queensland
 |[ ]
| Counsellor | * Knowledge of, and current experience in, the professional care or treatment of people; for example, a nurse, counsellor or allied health professional
 |[ ]
| Pastoral carer | * Performs a pastoral care role in a community including, but not limited to, an Aboriginal and/or Torres Strait Islander elder or community leader, a chaplain or a minister of religion or other religious leader.
 |[ ]
| Lawyer | * A qualified lawyer, who may or may not be currently practicing;
* Where possible, is not engaged to advise the institution on research-related or any other matters.
 |[ ]
| Current researcher | * Current research experience that is relevant to research proposals to be considered at the meetings.
 |[ ]

1. Education and Training:

It is a responsibility of the University of Southern Queensland to ensure that UniSQ HREC members undertake appropriate induction and continuing education. Please confirm you are agreeable to meeting these responsibilities below:

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| Minimum Criteria |  |
| For new appointments: 1. I commit to attend and actively participate in a UniSQ HREC 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 HREC 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 HREC require certain skills and knowledge. All UniSQ HREC member roles (except the Chair and Deputy Chair Roles) should complete section 4a. Those nominating for a Chair or Deputy Chair role should complete section 4b further below.

4a UniSQ HREC members [does not include Chair and Deputy Chair 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 ***National Statement***and other guidelines relevant to the review of specific research proposals*;*
* 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 UniSQ HREC, 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 UniSQ HREC’s Terms of Reference.
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4b UniSQ HREC Chair or Deputy Chair

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| **Please provide a short statement (maximum 500 words) indicating how you demonstrate:*** a knowledge of the ***National Statement***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 referred via the HRE Expedited Review, HRE School Review, UniSQ HREC, and/or Research Integrity & Ethics Team in a timely manner, and
* the ability (or commitment) to disclose any potential, perceived, or actual conflicts of interest in accordance with the UniSQ HREC’s Terms of Reference.
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1. Acknowledgements:

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| I will engage with meeting material via the online Research Information Solutions Ecosystem (RISE) to undertake my role on the UniSQ HRE. |[ ]
| 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 will engage with the UniSQ HREC Executive Officer, UniSQ HREC Chair, and/or DVC (R&I) to discuss membership performance (as required). |[ ]