

1.3.2 Appointment new members template



date

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address

Office of the Chief Executive

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Dear

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Thank you for your interest in becoming a member of the Alfred Hospital Ethics Committee. Your trial period has been served and the Ethics Committee has now recommended that you become a full member.

I would like to appoint you to the role of lawyer for the remainder of the year. Reappointments are made at the start of each year.

The National Statement on Ethical Conduct in Human Research (2007) places certain obligations on institutions to ensure that their ethics committees function properly. I would like to take this opportunity to remind you of these obligations set out in the National Statement, and of Alfred Health's requirements of its Ethics Committee members. They are outlined in the attached sheet.

You may wish to look through the Research & Ethics website www.alfredresearch.org from time to time for new information on the activities of the Committee.

You will be paid for your contribution to the Committee's deliberations at a rate of \$150 per attended meeting.

Welcome and best wishes.

Yours sincerely

s 47F

Chief Executive

INFORMATION FOR ETHICS COMMITTEE MEMBERS

All hospitals in Alfred Health are provided with extensive insurance cover under policies provided by the Victorian Managed Insurance Authority (VMIA) which is the government insurer funded by the Department of Health. The relevant policies are:

1. Professional Indemnity and Directors & Officers Liability Policy

This policy provides personal protection to Committee members in the event of a claim for up to \$20 million for any one claim, inclusive of legal costs during the period of insurance.

2. Public and Products Liability Policy

This policy provides protection to Committee members in the event of a claim for personal injury, property damage or directly related financial loss for up to \$750 million for any one claim and in the aggregate.

In relation to clinical trials, the hospital adheres to the guidelines developed under the Commonwealth Department of Health's Clinical Trial Notification (CTN) Scheme. Adherence to the CTN guidelines, which includes notification of the details of certain trials to the hospital's insurers, will ensure that members of the Ethics Committee are indemnified under the above policies.

In addition to the indemnities provided by the above policies, a pharmaceutical company sponsoring a trial must provide separate contractual indemnities to the hospital, the investigator and the members of the hospital's Ethics Committee.

Alfred Health's insurers and their legal advisers confirm that individual members of the Alfred Hospital Ethics Committee are well covered under the above arrangements.

The hospital confirms that the above insurances are current for the period 1 July 2009 to 30 June 2010, the VMIA's insurance year. I will let you know if there are any changes after 1 July 2010. This confirmation will be provided to the Ethics Committee on an annual basis.

Members of the Ethics Committee are expected to:

- be familiar with the National Statement on Ethical Conduct in Human Research. This can be found at: <http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>; and
- comply with the obligations set out in the Alfred Health document entitled "Alfred Hospital Ethics Committee - Membership Requirements", a copy of which has been provided to each member.

Please contact me if there are any aspects of this notice that require clarification.

s 47F

Chief Executive
Alfred Health