

1.4.1 Obligations of Ethics Committee Members

Alfred Hospital Ethics Committee – obligations of members

The National Statement on Ethical Conduct in Human Research places certain obligations on institutions to ensure that their ethics committees function properly. Alfred Health has the following requirements of its Ethics Committee members.

In accordance with National Statement requirements [Section 5.2.3], members should:

- be familiar with the National Statement and other relevant guidelines
- be prepared for and attend meetings, or provide comments prior to meetings
- attend continuing education or training programs in research ethics at least every three years.

Alfred Health Ethics Committee members are required to:

- read carefully and review thoroughly those projects to which they are allocated as primary reviewer
- adhere to deadlines for pre-meeting reviews
- check researchers' responses to pre-meeting reviews
- be prepared to speak on the projects for which they are primary reviewers at meetings
- attend meetings for their duration or give sufficient notice if unable to attend
- if unable to attend a meeting, provide absentee comments (before the meeting) on projects for which they are primary reviewers
- consider any post meeting changes in a timely manner so that approval of projects can be finalised as quickly as possible
- adhere to deadlines for the review of post-approval amendments.
- In addition, members should endeavour to read *at least* the Participant Information and Consent Forms (PICF) of all projects in their group (i.e. Health & Social Sciences List or Drugs & Interventions List) so that they:
 - have a basic knowledge of all projects coming to the group
 - can check that the PICFs are appropriately worded and explain the study clearly to participants
- disclose any actual or potential conflict of interest in research to be reviewed (National Statement Section 5.4.5)