

# Deakin University Human Research Ethics Committee (DUHREC)

## TERMS OF REFERENCE

### PURPOSE

DUHREC is responsible to the Deputy Vice-Chancellor (Research) (DVCR) for the ethical review of human research projects under the terms of the *National Statement on Ethical Conduct in Human Research* (National Statement).

### FUNCTIONS

1. To consider the ethical implications of proposed human research projects, and to determine whether or not they comply with the National Statement and other relevant guidelines and are ethically acceptable.
2. To monitor the progress of approved research projects.
3. To maintain records of all applications for approval and the decisions of the Committee as required under the National Statement.
4. To prepare reports as required by the NHMRC, the Health Services Commissioner or other duly appointed authorities.
5. To promote understanding of Human Research Ethics within the University, the importance of acknowledging accepted community standards, and the legislation and guidelines in relation to human research.
6. To provide oversight, leadership and support to the Human Ethics Advisory Groups (HEAGs).
7. To report at least annually to the DVCR and Research & Research Training Committee on DUHREC activities.

### COMPOSITION

DUHREC consists of two panels, one based at Waurn Ponds, the other at Burwood. Both panels are fully constituted HRECs as required by the National Statement. Minimum membership of each panel is set out in paragraph [5.1.30](#) of the National Statement.

Each panel of DUHREC minimally includes:

- Chair or Deputy Chair
- At least two lay people, one man and one woman who have no affiliation with the institution and do not currently engage in medical, scientific, legal or academic work;
- at least one person with knowledge of, and current experience in, the professional care, counselling or treatment of people;
- at least one person who performs a pastoral care role in a community;
- at least one lawyer;
- at least two people with current research experience that is relevant to research proposals to be considered at the meetings they attend.

Where possible, each panel will include a researcher from each faculty, or with expertise in the areas of research undertaken in the faculty.

The Chairs of each of the faculty HEAGs will be members of DUHREC, and sit on the panel of their choice.

Where the panel does not include a member who is an Indigenous person, a reviewer or reviewers with relevant experience will be appointed to review research involving Aboriginal and Torres Strait Islander people or issues on an ad hoc basis.

Additional members may be co-opted by the Committee from time to time for particular purposes and specified periods.

Members are appointed by the DVCR or nominee. The usual term of appointment is two years, and members are eligible for reappointment for a maximum of three terms, or longer at the discretion of the DVCR.

Members must abide by Deakin's Conflict of Interest Policy and the Conflict of Interest provisions in the National Statement (Chapter 5.4).

On advice from the Chair, a member who does not attend a sufficient number of meetings without reasonable excuse, or does not provide reviews or feedback in a timely manner, may have their membership revoked by the DVCR.

Members who are external to the University will be provided with an annual honoraria to the amount of \$600 in recognition of their service.

### **Secretary**

The secretary will be a member of the Human Ethics Unit.