

CPL Human Research Ethics Committee (HREC) - Terms of Reference

PURPOSE

The CPL Human Research Ethics Committee (HREC) is responsible for ensuring the ethical acceptability of research conducted at CPL or involving CPL staff or clients. All research undertaken at CPL must have approval from the CPL HREC and assist CPL in improving client outcomes and/or in meeting CPL's strategic directions. Researchers not affiliated with CPL, but who propose to conduct research at CPL are required to obtain ethical clearance from the CPL HREC prior to commencing the research. The CPL HREC conforms to the requirements of the current National Statement on Ethical Conduct in Human Research and other guidelines published by the National Health and Medical Research Council (NHMRC).

OBJECTIVES

1. Understand and operate in line with ethical guidelines set out by the National Health and Medical Research Council
2. Review research protocols and the conduct of research at CPL
3. Periodic monitoring and review of ethical decisions related to research to ensure they all adhere to the guidelines
4. Provide a mechanism for consultation on ethical issues related to research

MEMBERSHIP

The CPL Board, via their delegate (CEO/Executive), will appoint the Chair and (as necessary) members of the CPL HREC. At least eight members will be appointed in accordance with the requirements of the NHMRC Statement. The CPL HREC meets as required but not less than once a year. In discharging its responsibilities, the CPL HREC may seek the assistance of experts as required. Records of all decisions, meeting minutes and ethics tracking will be maintained.

The CPL HREC members will at a minimum be:

- A chairperson with suitable experience, including previous membership of an HREC, whose other responsibilities will not impair the HREC's capacity to carry out its obligations under the National Statement
- Two people who bring a broad community or consumer perspective and who have no paid affiliation with the institution

- A person with knowledge of, and current experience in, the professional care or treatment of people; for example, a nurse, counsellor or allied health professional
- A person who 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
- A qualified lawyer, who may or may not be currently practicing and, where possible, is not engaged to advise the institution on research-related or any other matters
- Two people with current research experience that is relevant to research proposals to be considered at the meetings they attend.

METHOD OF REPORTING

The CPL HREC will report to the CPL Board. The CPL HREC Chair will provide an operational update report at least yearly or from time to time as required by the CPL Board. An annual report to the NHMRC, completed by template provided by NHMRC, regarding the activities of the CPL HREC is completed each year.

The CPL HREC has a procedure for reviewing complaints related to research.

RESEARCH AT OTHER INSTITUTIONS

It is recognised that ethical responsibility for registered patients of hospitals and/or care facilities rests with the duly constituted authorities of these hospitals and/or institutions. Staff at CPL may undertake human research at another institution, provided written approval has been obtained for such research from that institution.

Where research that is to be conducted by other institutions involves studies with clients and staff of CPL, the composition, terms of reference, functions, responsibilities and method of operation must conform to the requirements of the current National Statement on Ethical Conduct in Human Research and other guidelines published by the National Health and Medical Research Council (NHMRC). Approval must first be obtained from (1) the alternate institution's Human Research Ethics Committee, and (2) CPL HREC before studies are undertaken.

Related Documents

- [National Statement on Ethical Conduct in Human Research | NHMRC](#)
- CPL HREC Research Review Policy
- CPL HREC Research Review Procedure
- CPL HREC Research Complaints Procedure