



1 ACCOUNTABILITIES

The Peter MacCallum Cancer Centre Human Research Ethics Committee (HREC) is constituted in accordance with the National Health and Medical Research Council's (NHMRC) National Statement on Ethical Conduct in Human Research (2007 and as amended) (National Statement).

The Committee's Chairperson reports to the Peter MacCallum Cancer Centre Chief Executive (CE) and via the CE to the Peter MacCallum Cancer Centre Board.

The Committee's Deputy Chair is appointed from the HREC membership group.

Institutional Research Governance including site specific assessments for institutional research readiness are performed by a dedicated Governance Officer, who reports to the Human Research Ethics Coordinator.

The HREC takes advice from a series of expert sub-committees and panels that support the Committee's decision making. The sub-committees and divisional research panels each have their own terms of reference and operate within those terms.

2 MEMBERSHIP

The HREC members are appointed by the CE and shall consist of a minimum of 8 members including in the following categories:

- 1. Chairperson (with no affiliation to Peter MacCallum Cancer Centre and who is experienced in reflecting on and analysing ethical decision-making);
2. laywoman (with no affiliation to the Peter MacCallum Cancer Centre and who does not currently engage in medical, scientific, legal or academic work);
3. layman (with no affiliation to the Peter MacCallum Cancer Centre and who does not currently engage in medical, scientific, legal or academic work);
4. lawyer (who does not represent Peter MacCallum Cancer Centre);
5. person with knowledge of and current experience in professional care, counselling or treatment of people;
6. person who performs a pastoral care role in a community;
7. Chairperson of the Peter MacCallum Cancer Centre Clinical Research Committee (or nominee with relevant research experience - ie one of two people with current research experience); and
8. Chairperson of the Peter MacCallum Cancer Centre Tissue Research Management Committee (or nominee with relevant research experience - ie one of two people with current research experience).

Other people may be invited to join or attend and to ensure the HREC has access to expertise needed to support its decision making.

Members are appointed to a single category of Committee membership with appointment of members reviewed at least every three years.

Members are not remunerated for their services to the Committee.

Handwritten signature: (PROF) LIANE SKENE, Chair 5/8/14

Table with 4 columns: Prepared by Human Research Ethics Coordinator, Approved by, TOR, Version 2.0, Approved August 2014 Review August 2016, Page 1 of 2

### 3 MEETINGS

Meetings will be held monthly, excluding January. Additional meetings may be held, as necessary.

A quorum shall consist of a member of each of the eight categories above, covering between them each category of member constituting the minimum membership requirements for a Human Research Ethics Committee as prescribed in the National Statement.

Where a member(s) in a given category are unable to attend an HREC meeting, their input is sought ahead of the meeting and review comments presented during the HREC for the Committee's consideration.

### 4 REPORTING

The Committee shall report to the CE on a regular basis.

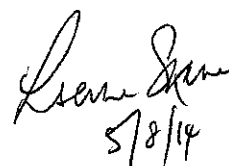
The Committee shall also report to the NHMRC and other government or regulatory bodies, as required.

### 5 ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Committee include to:

- 5.1 consider research proposals, submitted for consideration by affiliated or non-affiliated researchers for their ethical acceptability and compliance with the requirements of the National Statement;
- 5.2 participate in and support State and National single ethical review processes for multi-site research;
- 5.3 consider and monitor ethical issues related to the conduct of research projects approved by the Committee;
- 5.4 consider and monitor ethical issues related to patient care, as necessary;
- 5.5 establish, maintain and monitor necessary sub-committees to assist in ensuring scholarly and scientific standards are met;
- 5.6 establish maintain and monitor administrative processes for the review of matters submitted for the Committee's consideration;
- 5.7 consider issues referred by the Board via the CE and, where appropriate, provide advice, especially on policy issues with ethical implications;
- 5.8 provide a forum in which staff, patient, carer and student concerns regarding ethical issues in research can be considered and investigated;
- 5.9 promote communication and a deeper understanding of ethical issues within the Centre through educational activities; and
- 5.10 ensure that ethical review of research is complemented by robust research governance processes performed independently of considerations of the ethical acceptability of the proposed research.

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5/8/14