

James Cook University Human Research Ethics Committee (HREC)

Terms of Reference

1. Purpose

The HREC objectives are to:

- 1.1. Protect the mental and physical welfare, rights, dignity and safety of participants engaging in research.
- 1.2. Facilitate ethical research through efficient and effective review processes.
- 1.3. Promote ethical standards of human research.
- 1.4. Review research in accordance with the NHMRC National Statement on Ethical Conduct in Human Research 2007 (hereafter referred to as **National Statement**) and the University's policies on human research and ethics.

2. Scope

- 2.1. The HREC will consider projects involving human participants for staff (including adjuncts), students and approved agents of JCU.
- 2.2. The HREC will accept an ethical approval undertaken by another HREC as a sufficient ethical approval to allow the institution to approve the commencement of the project, provided that such other HRECs are registered with the Australian Health Ethics Committee.
- 2.3. The HREC will not provide ethical approval for research carried out by external people or organisations, or any research that is not being conducted under JCU auspices.

3. Functions

The HREC functions to:

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4.

- that any or perceived conflicts of interest, which exist or may arise during his/her tenure on the HREC will be declared.
- that he/she has not been subject to any criminal conviction or disciplinary action, which may prejudice his/her standing as a HREC member.

6.5.

- 9.3. The minutes and decisions of all matters considered by the Executive will be tabled for ratification at the next HREC meeting.
- 9.4. The Executive will consist of the:
 - Chair.
 - One other member of the HREC.

10. Officers of the HREC

- 10.1. The Human Ethics Officer will provide administrative support to the HREC.
- 10.2. The Manager, Animal Welfare and Research Ethics will oversee the HREC's secretariat, ensure that adequate resources are provided to the HREC and its members for them to carry out their duties and for the HREC to operate in compliance with the **National Statement**.

11. Conduct of Business

Procedures

- 11.1. The HREC shall establish, implement, and document its working procedures concerning:
 - Frequency of meetings.
 - Attendance at meetings (including non-members and researchers).
 - Conduct and structure of meetings and deliberations
 - Preparation of agendas and minutes.
 - Timely distribution of applications prior to meetings.
 - Presentation of applications for ethical review.
 - Timely consideration and review of applications.
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