



HUMAN RESEARCH ETHICS COMMITTEE PASTORAL CARE MEMBER

DIVISION	Clinical Governance
TEAM	Human Research Ethics Committee (HREC)
CLASSIFICATION	Honorary Position
REPORTS TO	Research Governance Manager

BENDIGO HEALTH

With more than 4,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 724 bed service that treats more than 49,000 inpatients, triages more than 52,000 emergency attendees, delivers more than 1,400 new born babies and takes more than 110,000 medical images in a year. These services are complemented by an integrated Cancer Centre, which administers around 9000 chemotherapy treatments each year, an 80-bed Psychiatry Unit and 11 operating theatres where almost 15,000 surgical procedures are performed annually.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region. In addition to operating a large acute hospital we offer subacute services including inpatient and outpatient rehabilitation, a regional psychiatric service, residential care, specialist clinics, dialysis and a range of outreach services such as hospital in the home.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

OUR VISION

Excellent Care. Every Person. Every Time.

OUR VALUES

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

THE HUMAN RESEARCH ETHICS COMMITTEE (HREC)

Bendigo Health has an extensive involvement in research. Institutions must ensure that any human research is designed and conducted in accordance with the National Statement on Ethical Conduct in Human Research (2018) - developed jointly by National Health and Medical Research Council (NHMRC) (*National Statement*), Australian Research Council (ARC) and Australian Vice-Chancellors' Committee (AVCC) and the Australian Code for the Responsible Conduct of Research (2018) - issued jointly by the NHMRC, the ARC and Universities Australia.

Bendigo Health's Human Research Ethics Committee (HREC) is responsible for the review of new research proposals and monitors all existing research conducted at the Group. HREC members are required to advise the HREC on the implications for research participants, the researcher and the institution of the research being considered.

THE POSITION

Composition of the HREC is mandated by the NHMRC and consists of both institutional and non-institutional members. The non-institutional HREC members represent the local community and have a range of backgrounds including research, pastoral care, social science, teaching and law.

This position requires someone who performs a pastoral care role in the community such as a minister of religion or an Aboriginal elder. Pastoral care is emotional and spiritual support that can be found in various cultures and traditions, including both distinctly non-religious and religious forms of support. Pastoral care members have insights into how people make meaning in their lives and provide valuable perspectives to the deliberations of HRECs.

KEY RESPONSIBILITIES AND DUTIES

Each member is responsible for deciding whether, in his or her judgement, a proposal submitted to the HREC meets the requirements of the National Statement and is ethically acceptable. Those applying for this role must be willing and able to:

- a) become familiar with the *National Statement*, and consult other guidelines relevant to the review of specific research proposals;
- b) become familiar with Bendigo Health's policies and procedures relevant to the HREC;
- c) attend scheduled HREC meetings or, if unavailable, provide opinions on the ethical acceptability of research proposals before meetings;
- d) participate in the review of low risk research outside of scheduled monthly meetings and other activities as required;
- e) be prepared for the meeting by having done the appropriate amount of reading, be prepared to provide a verbal summary of any identified ethical issues, to comment on all aspects of the research and give the HREC an opinion as to whether it should be approved and under what conditions;
- f) attend relevant continuing education or training programs;
- g) disclose any actual or potential conflict of interest, including any financial or other interest or affiliation that bears on any research coming before the HREC.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

GENERIC RESPONSIBILITIES

Code of Conduct

The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with Policies and Procedures

All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety

Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control

Every staff member has the responsibility to minimise incidents of infection/cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in the Group's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality

All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action. An HREC confidentiality agreement must be signed prior to commencement at Bendigo Health.

Quality Improvement

Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

KEY SELECTION CRITERIA

- Must perform a pastoral care role in a community;
- Skills and knowledge in keeping with the HREC role of pastoral care member;
- Demonstrated time management skills and ability to meet deadlines;
- An ability to listen to and appreciate the views of others, and to formulate and express a considered opinion;
- Excellent verbal and written communication skills;
- Ability to work as part of a team, as well as to work independently;
- Basic computer literacy and the capacity to work online and by email;
- Identify a commitment and the time to take an active role;
- Ability to interact and communicate with a diverse range of people within the HREC and Bendigo Health's research community.

Personal attributes that are valuable include:

- Being open-minded, fair and impartial;
- A willingness and ability to learn;
- Being prepared to 'think outside the box' and challenge the status quo;
- Having the confidence to ask questions and initiate discussion in a committee environment;
- Having realistic expectations of what can be achieved;
- A personal approach which is positive, enthusiastic, friendly and committed.

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of the front page of this position description.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Bendigo Health.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.