



JOB TITLE: Vice Chairperson, Adventist HealthCare Limited Human Research Ethics Committee	
CLASSIFICATION: Non-Award	SERVICE AREA: Ethics
ROLE PURPOSE: Facilitate the functions of the Committee within the Hospital's organisational structure	
GENERAL SUMMARY OF DUTIES/RESPONSIBILITIES: <ul style="list-style-type: none"> • Deputise for the Chairperson, as required • Review research proposals and consider their ethical implications with regards to protecting the welfare, dignity and rights of participants in research • Attend Committee meetings and contribute to the decision making process • Maintain confidentiality regarding the content of research proposals and Committee proceedings during tenure and post-tenure • Declare any conflict of interest, which exists or may arise, during tenure • Declare any criminal conviction or disciplinary action, which may prejudice standing as a Committee member. • Agree to name and membership category being made available to the public • Liaise with the Group Executive on matters concerning the Committee • Liaise with the Committee's Executive Officer 	
ATTRIBUTES: <ul style="list-style-type: none"> • Interest in ethics and knowledge of <i>National Statement</i> requirements for Institutional Ethics Committees • Ability to chair meetings • Ability to work collaboratively and communicate well 	
DESIRED EXPERIENCE PROFILE: <ul style="list-style-type: none"> • Experience as human research ethics committee member 	
ROLE DIMENSIONS: <ul style="list-style-type: none"> • Human Research Ethics Committee • Group CEO Adventist HealthCare • HREC Chairperson • HREC Executive Officer 	
DECISION MAKING AUTHORITY AND/OR RECOMMENDATIONS EXPECTED: <ul style="list-style-type: none"> • Facilitate decision making in harmony with the Committee's Terms of Reference 	
CONFIRMATION:	
Signature: Board Secretary	Signature: Vice Chairperson
Date	Date