DUTY STATEMENT

VICTORIA UNIVERSITY HUMAN RESEARCH ETHICS COMMITTEE

STATEMENT OF DUTIES AND REQUIREMENTS FOR ONE MEMBER WHO IS A LAY PERSON AND WHO HAS NO AFFILIATION WITH VICTORIA UNIVERSITY, AND WHO IS NOT INVOLVED CURRENTLY IN MEDICAL, SCIENTIFIC, OR LEGAL WORK.

The individual should have a basic understanding of ethical principles as applied to research but should not be involved currently in medical, scientific, or legal work.

1. Duties
   - Review Committee papers;
   - Attend each meeting (normally 11 per year, however reserve meetings are a possibility);
   - Provide advice and feedback to reflect a lay person’s point of view of proposals.

2. Selection Criteria

   Essential
   - Knowledge and understanding or willingness to learn the ethical principles that are applied to research involving humans.
   - Knowledge or willingness to learn government legislation and guidelines relating to human research and ethics.
   - Knowledge of the legislation and guidelines relating to human research and ethics.

   Desirable
   - Demonstrated experience as Committee member of any Committee or Committee group dealing with complex issues.

3. Relevant Material
4. Submitting an Application

Applications for membership must include:

- Application letter systematically addressing the Selection Criteria (above)
- A brief Curriculum Vitae

Applications are to be forwarded to:

The Director,
C/O Coordinator, Ethics & Biosafety
Office for Research
Footscray Park Campus
P O Box 14428
Melbourne VIC 8001
Victoria University

And/Or e-mail applications to the Coordinator, Ethics & Biosafety
Anthony.Benka@vu.edu.au