

**Application Form for Membership on the Swinburne University Human Research Ethics Committee (SUHREC)**

**Title: \_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_**

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**Contact phone (daytime): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All members must have email access for the purposes of the administration of the committee.**

**I wish to be considered a committee member in the following category (*Please check the appropriate category. If you wish to be considered for more than one category, please indicate your preference):***

**Category (b) Lay man**

**Category (b) Lay woman**

**Category (c) A member with current experience in professional care, counselling or treatment of people**

**Category (d) A person who performs a pastoral care role in a community**

*“Religious person of any faith with moral training and experience in pastoral care. A minister of religion is included among the required membership of an HREC as a person who holds the importance of humanity and human life above all else. Experience in pastoral care is not an attribute that can readily be filled by another category of membership (for example, ethicist, oral philosopher). However, it is recognised that there are cultural equivalents (for example, Aboriginal elders) and that the category should not be so narrowly defined as to only include ordained people.”*

**Category (e) Lawyer**

**Category (f) A member with knowledge of, and current experience in, the areas of research that are regularly considered by the HREC**

Please provide a **written expression of interest** (1-2 pages) addressing the following points:

* **Qualifications**. Appropriate, relevant qualifications for categories c, d, e and f are required. For laypersons, post-secondary educational qualifications are desirable but not essential.
* **Work experience**. Current and previous, including voluntary work.
* **Board/committee experience and community involvement**. Give details on current or past membership of business, professional or community organisations and positions held.
* **Statement in support of expression of interest.** Please address the following questions:

Why does this position interest you?

How do you feel you can contribute to the committee?

Do you have the ability to contribute confidently to discussion in a small group setting?

Do you have knowledge of human research and ethical issues (including familiarity with the *National Statement on Ethical Conduct in Research Involving Humans*) or do you have the desire and ability to acquire such knowledge and skills?

Are you available to attend meetings every 5-6 weeks and to prepare adequately for these meetings?

Do you have regular access to email and internet and are you willing to receive all documents in electronic format (no paper documents are distributed)?

Is there any other information relevant to your application?

**Please attach a copy of your resume/curriculum vitae to your application.**

If your application is successful, you will be required to provide:

* proof of identity (e.g. a photocopy of your drivers’ licence); and
* agree to the current SUHREC Terms of Reference (available here: <http://www.swinburne.edu.au/research/ethics/human-research/>)

Selection of membership will be undertaken by a Selection Committee and due consideration will be given to the current composition of the Committee.

Applications or further enquiries should be directed to the following address. Email applications are acceptable:

**Dr Astrid Nordmann**

Research Ethics Coordinator [resethics@swin.edu.au](mailto:resethics@swin.edu.au)

Research Office **Tel: +61 (0)3 9214 3845**

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