



**The Royal Australian College of  
General Practitioners**

## NATIONAL RESEARCH AND EVALUATION ETHICS COMMITTEE

### LAYPERSON REPRESENTATIVE ROLE DESCRIPTION

The Royal College of General Practitioners (RACGP) is a national member-based organisation, which sets and maintains standards for high quality general practice; leads the education, training and assessment processes for general practitioners; advocates on behalf of the profession and supports Australia's general practitioners in meeting the health needs of the Australian population. With a membership of over 19,000 the college is the largest general practitioner organisation in Australia. The RACGP has a National Research and Evaluation Ethics Committee (NREEC), are properly constituted under National Health and Medical Research Council (NHMRC) guidelines to evaluate general practice research projects.

#### **National Research and Evaluation Ethics Committee**

The NREEC's primary task is to assess the ethical principles and associated guidelines for research involving humans in the Australian primary care setting, and to protect the welfare and rights of the participants in research. The committee also has a role in facilitating research that is or will be of benefit to the researcher's community or to humankind.

The NREEC's objectives are in accordance with the National Health and Medical Research Council's 'National Statement on Ethical Conduct in Human Research (2007)'. Booklets listing NHMRC statements on human experimentation and notes on institutional ethics committees, clinical trials and epidemiological research are available from the NHMRC via their website, <http://www.nhmrc.gov.au/publications>.

#### **Composition of the NREEC**

The NREEC consists of the Chairperson, a fellow of the RACGP in active general practice, a representative of the RACGP National Standing Committee-Research, a legal practitioner, a minister of religion, a layman and a lay woman. The lay people must have no affiliation with the RACGP and not be currently involved in medical, scientific, or legal work.

## **Member Responsibilities**

Meetings are held bimonthly, six times per annum on a Monday evening at the RACGP NSW & ACT Faculty Office, North Sydney. Meetings commence at 6.00pm and can be 3 hours in duration. Depending on the size of the agenda it may be recommended that members who are not Sydney based stay overnight. Refreshments are served during the meeting.

Approximately two to three weeks prior to each meeting, committee members receive a hardcopy of each ethics application and correspondence. The time required for reading and meeting preparation is usually between 4 to 8 hours.

## **Layman Member Responsibilities**

The layperson is expected to review submissions for ethics approval drawing on their personal knowledge and experience. Knowledge of research would be an advantage.

## **Legal Protection for members**

The RACGP is required, by the NHMRC (section 2.12 of The National Statement) upon appointment of committee members, to provide assurance that the RACGP will provide legal protection in respect of liabilities that may arise in the course of bona fide conduct of their duties as committee members. The RACGP has effected professional indemnity insurance to cover liability of committee members within these terms.

## **Reimbursement**

Members are reimbursed for attendance at the meetings only. This is currently at a rate of \$50 per hour.

Further information about the RACGP can be found on the website: <http://www.racgp.org.au>.

Further information on this position can be obtained from:

Samantha Chakraborty

Email: [ethics@racgp.org.au](mailto:ethics@racgp.org.au)

Ph: (03) 8699 0496 (Mon, Tue, Fri)

## Expressions of Interest

To indicate your interest in this position, please forward a brief description of your experience and Curriculum Vitae to:

Ms Samantha Chakraborty  
Research Program Manager  
RACGP  
College House  
1 Palmerston Crescent  
South Melbourne, 3205  
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