

NATIONAL RESEARCH AND EVALUATION ETHICS COMMITTEE

LAYPERSON MEMBER ROLE DESCRIPTION

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 members including urban and rural GPs, medical students and registrars. The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia". We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain high quality standards of health care for Australians.

National Research and Evaluation Ethics Committee

The RACGP National Research and Evaluation Ethics Committee (NREEC) evaluates general practice research projects in accordance with the National Health and Medical Research Council's 'National Statement on Ethical Conduct in Human Research (2007 - updated 2018).

The NREEC's primary task is to assess the ethical principles 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.

Member responsibilities

Members are expected to:

- Abide by the RACGP NREEC Terms of Reference.
- Be familiar with, and base decisions regarding research applications on, the National Statement on Ethical Conduct in Human Research, and other guidelines and legislation
- Prepare for bi-monthly meetings of the committee by reviewing electronic copies of committee papers and research applications, attend meetings by videoconference, and participate in out-of-session activities as required.

Meetings are held six times per year on a Monday evening. Meetings are usually held by videoconference; however, a face-to-face meeting is scheduled annually, in December. Meeting dates are available on the RACGP website [RACGP Ethics](#) Meetings commence at 6.00pm AEST and are up to 2 hours' duration.

Approximately two weeks prior to each meeting, committee members receive electronic access to a copy of each ethics application and correspondence. The time required for reading and meeting preparation is usually between 2 to 4 hours.

Where members cannot attend meetings, adequate notice is appreciated and if possible, members are expected to provide comment on agenda items, for consideration at the meeting.

Layperson member responsibilities

The layperson member is expected to review submissions for ethics approval drawing on their personal knowledge and experience. The member can be located anywhere in Australia.

Layperson member selection criteria

The following are essential:

- Ability to participate in and contribute to committee discussions on research proposals and other research ethics issues in an open and constructive manner.
- Ability to appreciate the interests of potential research participants and the potential risks and benefits of research proposals.
- Knowledge and understanding of the ethical principles that are applied to research involving humans, and ability to apply these principles.
- Knowledge of the legislation and guidelines relating to human research and ethics.
- Understanding and respect for confidentiality requirements.
- Good communication skills.

The following are desirable:

- Interest in health and health research issues.
- Experience with a human research ethics committee (HREC) or an understanding of research.

The layperson member must have no affiliation with the RACGP and should not currently engage in medical, scientific, legal or academic work.

Legal protection for members

The RACGP is required by the NHMRC to provide an assurance of legal protection to all those involved in ethical review of research, for liabilities that may arise in the course of bona fide conduct of their duties in this capacity. The RACGP has professional indemnity insurance to cover liability of committee members within these terms.

Reimbursement

Members are reimbursed for attendance at the meetings and reviewing application documentation. The rate for attendance at face-to-face meetings (including preparation) is \$400, and for attendance by teleconference, \$240. Where members are the lead reviewer on an application, \$80 per application is paid.

Expressions of Interest

To indicate your interest in this position, please forward a brief description of your experience and qualifications (1-2 pages), and curriculum vitae to:

Gail Roberts
Senior Project Officer
RACGP

Email: ethics@racgp.org.au

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