

St George's Research Ethics Committee (SGREC)

Recruitment and training policy

a. SGREC Independence and Competence

- Ensuring that Committee include members from a wide range of disciplines
- Including representation from groups external to the University of St George's London. For example, this may involve service users, members of faith groups or delegates from industry and local communities
- Ensuring that REC membership includes ethics expertise

b. Secretary (Research Ethics and Integrity Officer - REIO) responsibilities

- Keeping update on the members' term of appointment
- Discussing reappointment in liaison with the Chair and member 3 months before the end of a first term of office (subject to satisfactory attendance and the completion of training)
- Register new interest for membership in the recruitment spreadsheet. Applications may be considered following a request from a potential member.
- Highlighting to the Chair where a request for a break in service has been received and when a member plans to return
- It is the responsibility of the REIO to monitor the constitution and number of members on their SGREC meeting and to inform the Chair if the REC is incorrectly constituted

- Informing Chair and committee of recruitment requirements for new membership
- Arrange the advertising
- Assess the new membership applications with the Chair and the Deputy Chair

- Providing information and training to newly appointed members
- Completing the checklist for new SGREC members and uploading to membership documents folder

c. Deputy chair responsibilities

- Assess the new membership applications with the Chair and REIO

d. Chair responsibilities

- Discussing reappointment in liaison with the REIO and member 3 months before the end of a first term of office (subject to satisfactory attendance and the completion of training)
- Assess the new membership applications with the Deputy Chair and REIO

e. Recruitment process

1. Local advertising can be arranged by REIO using the communication department of the university where appropriate. Advertisements if required should be agreed and media chosen. Additionally, NHS Trust internal advertisements may be used for expert members.
2. Recruitment can be sought within the research Institutes, local regional area or St Georges Trust. The process for recruitment from within the research institutes and Trust does not require persons to be interviewed by the ethics committee recruitment panel. These persons are already university employees or have honorary contracts. Recruitment of lay, external and student members will require an interview.
3. Applicants will be asked to submit their CV and cover letter. If the applicant would like to observe a meeting, the REIO will identify a suitable meeting date.
4. The suitable applicants will be invited for interview. The shortlisting will be convened by the Chair, the Deputy Chair and the REIO. The interview panel must comprise of three people, one of which must be a REC Chair/Deputy Chair, REIO and SGREC member. At least one of the panel must have undertaken recruitment and selection training and equality and diversity training. It is the responsibility of the REIO to inform candidates whether they are appointable or not appointable within 5 working days of the interview date.
5. On acceptance of an application, the REIO requests references (where permission has been obtained to do so).

6. The new SGREC member need submit the following documents to REIO:

- Confidentiality undertaking form
- Declaration of Interest form
- Bibliography

7. REIO provide:

- Training in the ethical matters and governance processes
- Health and Safety leaflet
- Link to the SGREC website
- Link to SGREC policy documents (Modus Operandi, Term of Reference, SOP, templates)
- Link to training website
- Meeting dates (with an agreed start date for attendance)

f. Training policy

SGREC members requires annual training on new and emerging research areas, current national and international developments in research ethics. The training organised or provided by REIO.

The Recruitment and Training Policy was updated and approved by the SGREC at the meeting in 29th of May 2020.