ABORIGINAL HEALTH COUNCIL OF WESTERN AUSTRALIA

In partnership with the

WESTERN AUSTRALIAN ABORIGINAL HEALTH ETHICS COMMITTEE

Policy and Procedures Manual
AHCWA’s role with Ethics

The Aboriginal Health Council of Western Australia (AHCWA) plays a pivotal role with providing the Western Australian Aboriginal Health Ethics Committee (WAAHEC) with secretariat support to the Committee. AHCWA and WAAHEC have a shared vision of improving and monitoring culturally appropriate, ethically sound research conducted on Aboriginal and Torres Strait Islander people.

The Western Australian Health Ethics Committee (WAAHEC) is a ‘properly constituted’ Human Research Ethics Committee (HREC). WAAHEC is currently one of the three registered Aboriginal specific HREC’s operating in accordance with the National Health and Medical Research Council (NH&MRC), National Statement on Ethical Conduct in Human Research (NS) guidelines.

WAAHEC monitors the ethical standards of health research undertaken in Western Australia and supports research, which benefits Aboriginal communities; to provide advice using the knowledge and expertise of its Committee members; ensure research is conducted in a culturally appropriate manner and to confirm community consultation takes place where relevant.

Abbreviations

ACCHS                Aboriginal Community Controlled Health Services
WAAHEC               Western Australian Aboriginal Health Ethics Committee
AHCWA                Aboriginal Health Council of Western Australia
AHEC                 Australian Health Ethics Committee
Aust. Code           Australian Code for the Responsible Conduct of Research
HREC                 Human Research Ethics Committee
NHMRC                National Health and Medical Research Council
NS                   National Statement on Ethical Conduct in Human Research
1. Introduction

The three key documents instrumental in providing guidance for the ethical conduct of research in Aboriginal and Torres Strait Islander health are:

1. National Statement on Ethical Conduct in Human Research;
2. The Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health (2003);

*National Statement on Ethical Conduct in Human Research*

The National Statement on Ethical Conduct in Human Research 2007¹ (NS) is the key authoritative statement on research involving humans. It was jointly developed by the National Health and Medical Research Council, the Australian Research Council and the Australian Vice-chancellor’s Committee and released by the Australian Government in March 2007.

The NS is intended for use by:

- Any researcher conducting research with human participants;
- Any member of an ethical review body reviewing that research;
- Those involved in research governance;
- Potential research participants.

The Statement also outlines other processes of research governance to:

- Support a HREC to review the ethical aspects of research proposals;
- Monitor the progress of research projects once approval has been given through reporting processes;
- Provide processes that ensure research is conducted ethically and has an appropriate complaints mechanism.

The NHMRC will not fund research, which does not comply with these standards, or research that is conducted in institutions that do not meet these standards.

¹ National Statement on Ethical Conduct in Human Research 2007
The Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health (2003)

The Values and Ethics document is the authoritative statement on health research involving Aboriginal and Torres Strait Islander Peoples. These guidelines provide guidance to researchers in the conception, design, and conduct of research, as well as to HRECs, including Aboriginal specific HRECs or sub-committees. Researchers, communities, other stakeholders and HRECs should consider proposals for research in the light of the proposal’s attention to the values and requirements detailed below.

The six values are:

- Spirit and integrity;
- Reciprocity;
- Respect;
- Equality;
- Survival and Protection;
- Responsibility.

The Values provide guidance to researchers conducting research in the Aboriginal and Torres Strait Islander community and addressed thoroughly in research proposals.

Keeping Research on Track: A guide for Aboriginal and Torres Strait Islander peoples about Health Research Ethics (2005)

The Keeping Research on Track document is a practical guide that aims to provide information relevant to Aboriginal and Torres Strait Islander peoples to ensure research is respectful, relevant and contributes to the development of long term ethical relationships with researchers. This document is also useful for researchers who need guidance in working and researching with Aboriginal and Torres Strait Islander communities.

All researchers submitting applications to the WAAHEC are required to have read the above document and other relevant documents such as the Australian code for the Responsible Conduct of Research (Aust. Code). These documents can be obtained from the NHMRC website:

http://www.nhmrc.gov.au

²The Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health (2003).

³Keeping Research on Track: A guide for Aboriginal and Torres Strait Islander peoples about Health Research Ethics (2005).
2. Terms of Reference

2.1 Purpose

The purpose of the WAAHEC is to monitor the ethical standards of Aboriginal health research undertaken in WA and support research which benefits Aboriginal communities.

2.2 Roles and Responsibilities

2.2.1 Consider the ethical implications of all proposed research projects in Western Australia and determine whether they are acceptable on ethical grounds and sensitive to Aboriginal culture.

2.2.2 To review research needs of the Aboriginal community in conjunction with community controlled health services in order to determine priorities for research.

2.2.3 To ensure that health and medical research projects involving the Aboriginal community will benefit Aboriginal people and increase scientific knowledge.

2.2.4 To provide advice and make recommendations to improve research applications to research teams.

2.2.5 Maintain a record of all research projects considered by the Committee. The applications for research projects are preserved in the form in which they are approved, including any amendments subsequent to approval.

2.2.6 In carrying out its functions, the WAAHEC shall:

- Consider the ethical implications of all proposed research in the Aboriginal community;
- Determine whether or not the research is acceptable on ethical grounds;
- Ensure consideration of local circumstances and cultural sensitivities when reviewing applications;
- Ensure that consent procedures for participants’ involvement in research projects are abided by;
- Monitor adherence to ethical standards on approved projects;
- Review the progress of research projects annually or as specified by the committee;
- Ensure that no member of the WAAHEC adjudicates on proposals in which a member may have a personal interest;
- Preserve the protocols of research proposals in the form in which they are approved;
- Maintain confidentiality of all matters relating to proposals under consideration by the WAAHEC;
- Receive no remuneration as appointment is voluntary.

WAAHEC Terms of Reference, Policy and Procedure manual, meeting dates and submission deadlines are available on the AHCWA website.
2.3 AHEC Reporting Procedure

2.3.1 The WAAHEC reports annually to the Australian Health Ethics Committee on its activities.

2.3.2 The AHEC annual report includes:
- List of members, including category and period of membership and number of meetings attended;
- Number of applications received;
- Number of applications approved, resubmitted, not approved;
- Monitoring process;
- Number of projects notified as completed;
- Number of projects with approved status at the end of the reporting period;
- Number of projects which have submitted an annual report form by the due date;
- Number of complaints received and outcome.

3. Membership

Membership of the committee shall be in accordance with the NHMRC (National Statement on Ethical Conduct involving Humans 2007). The membership should comprise Aboriginal professionals and community based members. Membership shall be limited to Aboriginal and Torres Strait Islander people, except when a position is unable to be filled accordingly.

3.1 Composition

- A nominee of AHCWA appointed as Chairperson (Chairperson to nominate the Deputy Chairperson).
- Two lay people, one male and one female who are not currently in medical, scientific, or legal work and have good standing are recognised within the Aboriginal community.
- A health professional with health related research experience in the Aboriginal community.
- At least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people (e.g. Aboriginal Health Worker, medical practitioner, clinical psychologist, social worker, nurse).
- A lawyer.
- An Aboriginal elder

3.1.1 In addition, the Aboriginal Health Council Western Australian will nominate three members from Aboriginal Community Controlled Health Services (ACCHS). These nominees will represent separate geographical regions.
3.2 Appointment of Members

3.2.1 Members appointment to the Committee can be through a direct approach, call for an expression of interest or nomination. Members will be appointed according to the specified NS criteria.

3.2.2 Members will be required to sign a confidentiality agreement upon appointment, which will state that all matters discussed during the course of proceedings for WAAHEC will be kept confidential and that any conflicts of interest are declared.

3.2.3 Resignation of a Committee member who is no longer able to fulfil their commitment, they are required to submit a written resignation letter addressed to the Chairperson

3.3 External Professional Reviewers Panel

The WAAHEC will compile a panel of external reviewers who have expertise in a diverse range of health and medical areas. When requested, these reviewers will provide specific expertise on the scientific merit of research applications.

3.4 Member Responsibilities

As noted in the NS 5.2.2 – 5.2.4

3.4.1 Members of WAAHEC are responsible for deciding whether a proposal submitted for their review meets the requirements of the NS and is ethically sound.

3.4.2 In order to fulfil that responsibility each member should:

a) Be familiar with the NS and consult other relevant guidelines.

b) Prepare for and attend meetings or, if unavailable provide comments to the Secretariat.

c) Attend continuing education or training programs at least every two years.

3.4.3 Members to disclose any conflict of interest as outlined in Section 5 of the NS.

3.5 Induction and Training of Members

3.5.1 New WAAHEC members will be required to attend an induction session conducted by the secretariat. WAAHEC members will be invited to attend relevant training workshops sourced by the secretariat.

4. Committee Processes

Meeting processes will operate in accordance with NS sections 5.2.28, 5.2.29, 5.3.30 and 5.2.31

4.1 Meetings of the Committee

4.1.1 The Committee will meet at least quarterly and for as long as it needs to complete all its business. A quorum has to be reached for a meeting to commence. A quorum for
decision-making shall be 50% of the membership plus the Chairperson or Deputy Chairperson.

4.1.2 Meeting papers will be provided to members a fortnight before the meeting to allow members to be fully informed before the meeting.

4.1.3 If members are unable to attend in person at a meeting the Secretariat will canvas their comments for consideration in the decision making process.

4.1.4 If a Committee member fails to attend 3 consecutive meeting with no apologies and / or feedback, their position on the committee will be vacated.

4.2 Making and communicating decision

4.2.1 Where there is less than full attendance of the quorum at a meeting the Chairperson should be satisfied before a decision is reached that the views of those absent have been received and considered.

4.2.2 The WAAHEC may approve, request amendment of, or reject a research proposal on ethical grounds.

4.2.3 The WAAHEC may impose conditions on a research project. Conditions may include:

- Regular reporting intervals;
- Clarification of methodology, involvement of Aboriginal participants etc.;
- Add others.

4.2.4 The WAAHEC will communicate its decision to the Chief Investigator:

- Where a proposal is approved, the researcher will be notified in writing (e-mail is acceptable) and should include an explicit statement that the proposal meets the requirements of the NS.
- Where amendments are requested communication will be in writing. The WAAHEC are to provide reasons for the requested amendment.
- If a proposal is rejected communication of reasons for rejection is to be in writing and reasons linked to the NS.

4.2.5 In the case that a proposal is rejected researchers can request to attend a WAAHEC meeting to present/defend their application (for further information ref. Section 9).

4.3 Researchers or expert panel members’ attendance at meetings

As stated in the NS 5.2.18 – 5.2.20

4.3.1 The WAAHEC may invite researchers to attend a meeting in person to provide further information about their research proposal or clarify issues as raised by the WAAHEC.

4.3.2 On occasion when deemed necessary the WAAHEC may request a member from the external professional panel to attend a meeting to provide advice directly and allow information sharing.
4.3.3 Communication between a research sponsor and the WAAHEC should be avoided where it may be or may be perceived to influence the ethical review.

4.4 Documents and records

The WAAHEC will maintain a record keeping system that reflects the NS Sections 5.2.23, 5.2.24 5.2.25, 5.2.26, and 5.2.27.

4.4.1 All applications of proposed research projects and Committee decisions will be recorded in a secure database to be maintained by the Secretariat. The following items of information will be recorded:

- Name of responsible institution conducting the research;
- Project identification number;
- Principal investigator(s);
- Short title of project;
- Correspondence between WAAHEC and the research team about the review;
- Acceptance or rejection of any changes to the project;
- Proposed date of completion of the proposal;
- Formal advice of ethical approval or non-approval including date;
- Any terms and conditions imposed;
- Duration of the approval;
- Date(s) designated for review.

4.4.2 In addition, for each ethics application a copy of the following will be retained by the Committee:

- Research proposal, Ethics application, including any information sheets, consent forms and any other documentation in the form as approved.

4.4.3 All information relating to decision making (approval, amendments or rejection) to be documented with reasons for those decisions linked to the NS.

4.4.4 Where another body has reviewed the research proposal WAAHEC is required to record the following information:

- Details of other reviewers;
- Their decisions;
- Details of any amendments required by each body.

5. Conflicts of Interest

5.1.1 In accordance with the NS Section 5.4, an ethical review body requires that its members and others who provide expertise and advice to disclose any actual, perceived or potential conflict of interest in research applications for review.
5.1.2 Members and external expert panel members should declare to the Committee any interests they may have in relation to an application for ethical review or any other matter for consideration at that meeting. Such a declaration may be made orally at the meeting, prior to the matter being considered or in writing to the secretariat prior to the meeting.

5.1.3 A conflict of interest will include any:

- Personal involvement or participation in the research;
- Personal relationship with a researcher or researchers under review;
- Financial or other interest or affiliation;
- Involvement in competing research.

5.1.4 Where the member concerned is the Principal Investigator or another key investigator/collaborator named on the application form, the Committee should not proceed with the review until the member has excused himself/herself from the meeting room. If necessary the member can be, invited back into the room to answer questions raised by the Committee, but should again leave the room when the discussion resumes, or otherwise as directed by the Chairperson and members.

5.1.5 In the case of any other declared interest, the Committee should collectively consider whether it is appropriate for the member concerned to take any part in the review of the application. Account should be taken of the closeness of the member’s interest in the application and the potential for a conflict of interest. In some cases, the declaration of the interest may in itself be sufficient to ensure that the decision of the Committee is not unduly influenced.

5.1.6 The Minutes should record any declaration of interest and the decision of the Committee on the procedure followed.

5.1.7 On occasions when the Chairperson is excluded because of a conflict of interest, the Deputy Chairperson will adjudicate in the position as Chairperson. If both the Chairperson and Deputy Chairperson are excluded the meeting will appoint a Chairperson.

6. Submitting an Application

6.1.1 The WAAHEC considers applications relating to research that may affect the health and wellbeing of Aboriginal people and the community.

6.1.2 The project should involve research in Western Australia or research partners in other States.

6.1.3 An application to WAAHEC should be made for:

- Health and medical research involving Aboriginal and Torres Strait Islander people;
- Research, where Aboriginal people as a group are to be examined in the results separately from non-Aboriginal people;
The findings of the research may have an impact on the Aboriginal community;
Data collections that clearly target Aboriginal people.

If you are unsure whether an application should be submitted, you can contact the Secretariat via email ethics@ahcwa.org.

7. Process of Review and Assessment

7.1.1 In accordance with section 5.1.6 in NS: Following types of research require review by a HREC Chapter 4.7 Aboriginal and Torres Strait Islander peoples

7.1.2 On receipt of the application, information as detailed in section will be entered into an electronic database, the Secretariat will ensure that all required documentation has been supplied according to the checklist; if any documentation is missing the Secretariat will follow up with the researcher.

7.1.3 The application will not be reviewed or listed on the agenda unless all documentation is submitted.

7.1.4 All applications received after the submission date will be reviewed at the next full HREC meeting, out of session will be at the discretion of the committee.

8. Appeals process

8.1.1 The Principal Investigator may request in writing to the Chair of the WAAHEC that the decision be reconsidered detailing reasons why the researcher believes the decision is incorrect. The reasons must be based on the NS.

8.1.2 The WAAHEC will reconsider the application, including further information supplied by the Principal Investigator, at the next available meeting.

8.1.3 The Chair may invite the Principal Investigator to attend a WAAHEC meeting to discuss the application.

8.1.4 If after a reconsideration of a research proposal the Principal Investigator remains dissatisfied with the decision, or reasons for a decision of the WAAHEC, the Principal Investigator may request in writing to the Chair that an independent review of the WAAHEC decision be undertaken.

9. Complaints Procedures

9.1.1 The Secretariat of the WAAHEC is the nominated body to receive complaints.

9.1.2 Complaints about the conduct of research can be received from research participants, researchers, and staff at institutions. All correspondence regarding complaints or concerns about research to be directed to:

Aboriginal Health Council of WA
Western Australian Aboriginal Health Ethics Committee

450 Beaufort Street
Highgate WA 6000

Email – ethics@ahcwa.org

9.1.3 A condition of approval of any research project is that the research team report any complaints received from participants immediately to the Secretariat.

9.1.4 The Secretariat is responsible for obtaining, in writing, the grounds of the concern or complaint. The Secretariat will notify the Chairperson of the complaint as soon as practicable.

9.1.5 The Secretariat will send an acknowledgment to the complainant outlining the mechanism for investigating the complaint.

9.1.6 The Secretariat and Chairperson will assess and attempt to resolve the complaint this will depend on the nature of the complaint. If further investigation or advice is necessary to reach a resolution, the matter is to be reported to the full Committee at the next scheduled meeting.

9.1.7 The Secretariat will report the concern or complaint to any other institutional HREC that have approved the project.

9.2 Complaints about ‘research misconduct’

9.2.1 As described in the Australian code for the responsible conduct of research

A complaint or allegation relates to research misconduct if it involves all of the following:

- An alleged breach of this Code;
- Intent and deliberation, recklessness or gross and persistent negligence;
- Serious consequences, such as false information on the public record, or adverse effects on research participants, animals or the environment.

9.2.2 Research misconduct includes fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting the results of research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow research proposals as approved by a research ethics committee, particularly where this failure may result in unreasonable risk or harm to humans, animals or the environment. It also includes the wilful concealment or facilitation of research misconduct by others. Repeated or continuing breaches of this Code may also constitute research misconduct, and do so where these have been the subject of previous counselling or specific direction. Research misconduct does not include honest differences in judgment in management of the research project, and may not include honest errors that are minor or unintentional. However, breaches of this Code will require specific action by supervisors and responsible officers of the institution.
9.2.3 If a complaint is received that a researcher has not acted responsibly in the conduct of research WAAHEC will adhere to the following process:

- Conduct an investigation;
- Decide on actions to resolve the situation;
- Impose appropriate conditions or penalties;
- Provide advice to expert groups and public statements as necessary.

10. Monitoring Approved Research

The primary responsibility for monitoring research rests with the principal investigator. The WAAHEC is responsible for ensuring that the approved research is monitored and the interests or the participants are adequately protected.

10.1 Reporting adverse and/or unexpected events

10.1.1 Researchers have a responsibility in monitoring their research as they are in the best position to observe any adverse events or unexpected outcomes.

10.1.2 Researchers should take prompt steps to deal with any unexpected risks.

10.1.3 Researchers should report any serious adverse event, serious adverse drug reaction, serious unexpected suspected adverse reactions, or serious adverse device event as soon as possible to:

- The institution responsible for the research being conducted;
- The organisation sponsoring the research (within 24hrs);
- The relevant HREC/s.

10.1.4 The Principal Investigator should provide a written report to the HREC Chair as soon as possible after any serious adverse event; serious adverse drug reaction; serious unexpected suspected adverse reactions; serious adverse device event; or any other unexpected event that increases the risk to participants that may affect the continued ethical approval of the project.

10.1.5 The report to HREC should include the following details:

- The project number, project title and name of Principal Investigator;
- The date of the report;
- The date of the event;
- The event/s that took place (incident/s, location, timing, outcome/s);
- The name and age of the participant affected;
- The likelihood that the event was related to the study;
- The opinion of the appropriate body to advise as to the likelihood that the event was related to the study;
- The likelihood of further incidences and an opinion with regard to any increased risks associated with continuation of the research;
• Any proposed amendments to the research protocol and/or conduct to reduce the likelihood of reoccurrence.

10.2 Response to adverse and/or unexpected event

10.2.1 The Principal Investigator will be notified of the receipt by the WAAHEC of the notice of an adverse event and that a decision is pending.

10.2.2 In considering the report, the WAAHEC Chairperson must consider all the facts provided and may seek additional information as necessary, from the research team and/or the research site in order to make a decision as to whether the trial should:

• Be discontinued;
• Be suspended, pending amendments to protocol;
• Continue with amendments to protocol including the PIS;
• Continue under the current protocol.

10.2.3 The WAAHEC Chairperson will respond to the Principal Investigator in writing, within two weeks of receiving the written report. Reasons for the decision must be incorporated in the response. The Principal Investigator has the right to appeal the Chair’s decision under “Appeals Process”.

10.2.4 If the Chairperson decides that the project should be discontinued, or suspended pending amendments to protocol, the decision will be communicated to both the Principal Investigator and the Head of the Responsible Institution.

10.2.5 All such reports and decisions regarding the continuation of the research to be lodged with, and recorded by, the Secretariat.

10.2.6 The WAAHEC must include details regarding the number and outcomes of such reports in its annual report to the AHEC and the establishing Institutions.

10.3 Annual monitoring reports

10.3.1 Applicants of approved research are required to submit an annual progress report until completion or otherwise specified by the WAAHEC. These reports to provide information on:

• Progress to date;
• Maintenance and security of records;
• Compliance with the approved proposal;
• Compliance with any conditions of approval.

10.3.2 All Monitoring of Research forms are to be presented and noted in the minutes of WAAHEC meetings.

10.3.3 Prior to submission to publication, the applicant should send a copy of any proposed publications to the WAAHEC so that they may advise on appropriate
acknowledgement of participants’ contributions and identify any potential ethical issues that may arise from publication.

**10.4 Completion Report**

10.4.1 Upon completion of the research, the applicants are to forward a completion report to the WAAHEC, the report will contain details of the results, information about dissemination of findings to the research participants, and details about how this has been done.

**10.5 Auditing approved projects**

10.5.1 The WAAHEC may decide to undertake an audit of any approved research project that is being conducted with its approval to ensure that approved protocols are adhered to. Any audits undertaken will be done so at the expense of the WAAHEC.

10.5.2 The Principal Investigator/s of the project to be audited is to be notified at least three working days in advance of the proposed audit.

10.5.3 Procedures for undertaking an audit may include:

- Inspection of documentation and/or data storage;
- Site visit;
- Interviews with research staff, participants and/or resource providers.

10.5.4 The audit team will include:

- A member of the WAAHEC who has research experience;
- A member of the WAAHEC who is not an institutional member (i.e. a lay person, legal advisor or Aboriginal elder);
- An expert advisor with relevant experience in the type of research being audited.

10.5.5 The findings of the audit will be reported in writing to the Principal Investigator and the WAAHEC.

10.5.6 In the event of a finding that may require suspension of the research, the relevant institution will also be notified of the outcome detailing the reason and steps required in order to re-commence.

**10.6 Suspension or cessation of research**

10.6.1 The researchers should inform the relevant institution, the WAAHEC and other relevant review bodies that have approved the research and if possible the research participants that the research project is to be discontinued before the projected completion date and reason why.

10.6.2 If the WAAHEC finds reason to believe that continuance of a research project will compromise the welfare of participants it should immediately seek to establish whether ethical approval for the project should be withdrawn. This process will ensure that the researchers, participants and others involved are treated fairly and with respect.
10.6.3 Where ethical approval for a research project is withdrawn:

a) The researcher, the institution/s and where possible, the participants should be informed of the withdrawal by the Secretariat;

b) The institution must ensure that the researcher promptly suspends the research and arranges to meet the needs of participants; and

c) The research may not be resumed unless either:

- The research demonstrates the continuance will not compromise the welfare of its participants; or,
- The research is modified to provide sufficient protection for the participants, the modification is ethically reviewed and the modified research is approved by WAAHEC.

10.6.4 If the WAAHEC considers that urgent suspension is necessary therefore bypassing the processes outlined above the WAAHEC Chair is to notify other relevant institutions.

11. Accountability

11.1 WAAHEC responsibilities

11.1.1 The WAAHEC has responsibilities for the ethical conduct of research in the Aboriginal and Torres Strait Islander community.

11.1.2 The WAAHEC has developed sounds partnerships with other HREC’s to enable clear lines of communication about research under review or in progress.

11.2 Researcher Responsibilities

11.2.1 It is the responsibility of researchers to demonstrate that the research has merit and reflects the ethical values of justice, beneficence and respect for humans as described in the NS 1.1 – 1.10. Other relevant documents include:

- Values and Ethics: Guidelines for ethical Conduct in Aboriginal and Torres Strait Islander Health Research (NH&MRC, 2003);
- Keeping Research on Track: A guide for Aboriginal and Torres Strait Islander peoples about health research ethics (NH&MRC, 2005);
- Guidelines for Ethical Research in Indigenous Studies (Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS. 2002)

11.2.2 Researchers should work with ACCHS and other relevant Aboriginal organisations and individuals in the early stages of the development of their applications.

11.2.3 The researcher should disclose to the review body any actual or potential conflicts of interest, including any financial or other interest or affiliation that bears on the research.

11.2.4 The researcher is to abide by any conditions imposed by the WAAHEC and submit progress reports within the required timeframes.
11.3 **Institution responsibilities**

11.1.1 Institutions have responsibilities to ensure that ethical review of research occurs.

11.1.2 To adhere to the responsibilities set out in the Aust. Code, responsibilities include that research is sound and lawful and is conducted or supervised by an experienced researcher with the relevant education qualifications.