

Terms of Reference Community Health Ethics Board Working Group

Overview

The Australian Health Promotion Association is committed to ethical practice - supporting culturally informed, participatory, respectful, and safe practice. Understanding and applying ethics in practice is a core competency for health promotion practitioners. Ethics is about a morally right outcome and a morally justifiable process. Health promotion practitioners must determine if their participants, recipients or populations will be '*exposed to any risk, burden, inconvenience or possible breach of privacy*' throughout the project life-cycle. Practitioners may lack awareness of and resources for ethical practice, including access to mechanisms for ethical approval such as a Human Research Ethics Committee. The Community Health Ethics Board (CHEB) pilot project will develop a model for community health ethics which will build understanding of ethics for health promotion practice and the development of ethically informed practices within government and non-government health and community based organisations.

The project will consist of three phases:

- **Phase 1: development** (*Partnerships; Desktop Review; Consultation*) 6 – 8 months
- **Phase 2: implementation** (*Development of CHEB; Web portal; Training sessions*) 12 months
- **Phase 3: process evaluation** 6 months

Role and function

The Community Health Ethics Board Working Group is a time-limited working group of the Australian Health Promotion Association Ltd (AHPA) Board of Directors supported by staff/students from Curtin University. Its role and function is to oversee the development of the Community Health Ethics Board (CHEB) within the Association.

Chair

The Group will be chaired by an AHPA Board Director.

Membership

In the early stages of phase one the membership will comprise:

- AHPA President
- Chair REET
- 1 - 2 Curtin University representatives/REET members

It is expected that as the project progresses additional membership will be sought from:

- 1 - 2 AHPA Board Committee members from REET or EFARM
- 1 - 3 invited members from health promotion sector with experience in research and ethics and community

Tenure

A tenure of twelve months is required. Active participation by all on the Group is an expectation.

Probity and Conflict of Interest

Committee members have an obligation to declare any actual or potential conflict of interest.

Process for Endorsement

Recommendations/papers will be forwarded to AHPA Board of Directors for consideration and endorsement.

Quorum

A minimum of 3 members (including the Chair) of the Committee are required to constitute a quorum for meetings.

Meetings

Meetings will be held fortnightly, or as otherwise directed by the Chair. Non-attendance of a member at more than two consecutive meetings, without explanation, will result in a replacement being sought.

Approved May 2018

Annual Review Date April 2019