

SOPC005 EXPERT OPINION

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PURPOSE

To outline the process Bellberry uses to determine when an expert opinion is required and the process to identify any conflicting interests of experts and how these findings will be communicated as per **Sec 5.2.19** of the National Statement.

1. The Operations Manager reviews new protocols to determine any early discussion with members regarding the need for expert opinion to be sought prior to the meeting.
2. The Operations Manager in consultation with the Committee Chair and any relevant members, if required, will determine the available and suitable personnel with relevant expertise in an appropriate field.
3. At any time during the review process the HREC may request an expert opinion via the Operations Manager or Committee Manager.
4. Where a new expert is consulted, they will be required to provide their full CV for review.
5. The individual shall disclose any conflict of interest and provide complete confidentiality by signing a Confidentiality Agreement and Conflict of Interest Declaration.
6. The opinion will be communicated prior to the meeting where possible and included in the meeting agenda and correspondence.
7. Such expert if attending the committee meeting in person shall have no entitlement to vote on any matter.