

	Far Eastern University NICANOR REYES MEDICAL FOUNDATION Institutional Ethics Review Committee	DOCUMENT CODE: SOP 01/04-02-2022
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	DOCUMENT TITLE: 1. STRUCTURE AND COMPOSITION	REV. NO.: 4.2 PAGE: 14 of 21

- 4.6.3.2. Oversee preparation and accuracy of the agenda and minutes of the meeting
- 4.6.3.3. Ensures good IERC documentation
- 4.6.3.4. Supervise the preparation and issuance of all FEU-NRMF IERC communication in respect of FEU-NRMF IERC decisions and actions. This is a shared responsibility with Vice-Chair.
- 4.6.3.5. Supervise the management of the FEU-NRMF IERC Office and Secretariat Staff
- 4.6.3.6. Prepares an annual report summarizing IERC activities and decision outcomes to the FEU-NRMF President. This is a shared function with the Chair.

4.6.4. FEU-NRMF IERC Member

4.6.4.1. Regular Member

- 4.6.4.1.1. Make a timely and thorough review and decision regarding protocols given to him/her for evaluation (See SOP 2: PROTOCOL REVIEW for timelines)
- 4.6.4.1.2. Familiarize and update him/herself with the SOPs of the FEU-NRMF IERC, his/her terms of reference, and the international and national guidelines on research ethics
- 4.6.4.1.3. Participate actively in meetings and other FEU-NRMF IERC meetings.
- 4.6.4.1.4. Assess reports and recommend appropriate action on adverse events based on monitoring reports, especially if he/she is a member of the Serious Adverse Events Subcommittee.
- 4.6.4.1.5. Participate in the review of the progress reports, final reports, and other amendments presented during the FEU-NRMF IERC meeting
- 4.6.4.1.6. Participate in Site Visits and similar activities as needed
- 4.6.4.1.7. Maintain confidentiality of the documents and deliberations of FEU-NRMF IERC meetings
- 4.6.4.1.8. Declare any conflict of interest in general and for specific protocols for review
- 4.6.4.1.9. Participate in required training as stipulated in SOP 1 – 5: TRAINING OF FEU-NRMF IERC MEMBERS AND PERSONNEL with proof of attendance in such training activity submitted to the Secretariat for filing.
- 4.6.4.1.10. Submit an updated and signed CV at the start of each Academic Year
- 4.6.4.1.11. The lay member reviews the informed consent process and the informed consent form.
- 4.6.4.1.12. The non-affiliated member ensures the independence of the FEU-NRMF IERC.

4.6.4.2. Alternate member

- 4.6.4.2.1. Attend meeting and substitute for regular members to comply with the quorum requirement when the latter cannot attend the meeting.
- 4.6.4.2.2. Review research proposals and post-approval submissions, and accomplish assessment forms in order to participate in the decision-making of a research proposal, maintain quorum, and vote during decision-making.