



## **TERMS OF REFERENCE** **(INDEPENDENT CONSULTANTS)**

### **Purpose**

The Chinese General Hospital and Medical Center (CGHMC) Research Ethics Review Board (RERB) is an independent body created by the CGHMC Committee on Research under the Department of Medical Education and Research (DMER) for the purpose of promoting ethical and quality research among the hospital staff and trainees.

### **Roles and Responsibilities**

An independent consultant is invited to attend the RERB meeting, present his/her assessment, and participate in the discussion but without voting rights. The report becomes a permanent part of the study file.

### **Appointment of Independent Consultant and Terms of Office**

The RERB Board members nominate independent consultants based on their specialties to help review research where the RERB lacks expertise. The DMER Chairman appoints independent Consultants for initial period of two (2) years, and renewable every two (2) years by Authority Body

Once independent consultant signs the terms of appointment (Form 1.2G), the Secretariat will ask him/her to provide the following: an updated curriculum vitae (Form 1.3 B), a signed Terms of Reference (Form 1.5B), a signed Confidentiality/Conflict of Interest (Form 1.3A ). The Secretariat then keeps copies of pertinent documents.

### **Termination of Services**

Independent consultant's services may be terminated by either the consultant or by the DMER Chairman upon recommendation of the Board.

Upon termination of the independent consultant's services, the Secretariat shall ensure that all the necessary documents is completely filed up with the other administrative documents.

### **Amendments to the Terms of Reference**

The Board may amend the Terms of Reference at any time or from time to time.

I have read and accepted the aforementioned Terms of Reference as explained above.



中華崇仁總醫院暨醫學中心  
CHINESE GENERAL HOSPITAL  
AND MEDICAL CENTER  
EXCEPTIONAL CARE WITHIN REACH



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(Signature above Printed Name)  
Independent Consultant  
CGHMC RERB  
Date:

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Chair, Research Ethics Review Board  
CGHMC

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Chair, Department of Medical Education and Research  
CGHMC