



### **LETTER OF APPOINTMENT OF SECRETARY**

Date:

CONCERNED PERSON:

POSITION:

DEPARTMENT:

Dear Dr. \_\_\_\_\_,

We are pleased to appoint you as secretary of the Chinese General Hospital and Medical Center Research Ethics Review Board (CGHMC RERB). CGHMC 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. The main responsibility of the CGHMC RERB is to safeguard the rights, safety, and well-being of human participants involved in health-related research within applicable laws and regulations and to provide public assurance of that protection.

The appointment is in accordance with the CGHMC RERB Standard Operating Procedures. As secretary of the RERB, your specific responsibilities include:

- Prepares and finalizes the meeting agenda of full-board meeting after consultation with the Chair
- Collects and reviews the assessment forms submitted by the Primary Reviewers before the meeting
- Ensures that the members completely fill out necessary forms used for the review of protocol or protocol related submission
- Supervises the RERB Secretariat staff in the preparation of the agenda and minutes
- Review minutes of the meeting
- Accurately record (real-time) minutes of the meeting of the RERB

The following are addition to your roles and responsibilities as member:

- Participate in regular RERB/SJREB meetings
- Serve as Primary Reviewer for research protocol within your area of expertise and as a primary medical reviewer, your review shall focus on the technical or scientific issues and ethical issues/as a non-medical reviewer, your review shall focus on the human participants' concerns, review the informed consent process and informed consent forms
- Perform post-approval review procedures as follows:
  - Assess serious adverse event reports and recommend appropriate action(s)
  - Review the progress reports and monitor ongoing studies as appropriate
  - Evaluate final reports;
- Maintain confidentiality of the documents and deliberations of RERB meetings
- Declare any conflict of interest
- Participate in continuing educational activities in research methodology and research ethics



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



Department of Medical Education and Research  
RESEARCH ETHICS REVIEW BOARD (RERB)  
Contact#: 8711-4141 local 418 and 481  
Email Address: cghmc.irb@gmail.com

Your term of office is two (2) years effective \_\_\_\_\_ until \_\_\_\_\_ with possible renewal every three (3) years.

If you agree with the terms of this appointment, please sign on the space provided below, date your signature, and return one copy of this letter to the CGHMC RERB secretariat. Kindly sign, date, and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Sincerely yours,

\_\_\_\_\_  
Chair, Research Ethics Review Board  
CGHMC

\_\_\_\_\_  
Chair, Department of Medical Education and Research  
CGHMC

Conforme:

\_\_\_\_\_  
(Print name & sign)

\_\_\_\_\_  
Date