



LETTER OF APPOINTMENT OF SAE SUBCOMMITTEE MEMBER

Date:

CONCERNED PERSON:

POSITION:

DEPARTMENT:

Dear _____,

We are pleased to appoint you as member of the SAE subcommittee. As a member your responsibility is to attend quarterly meetings to review all types of serious adverse events (SAEs), including unsuspected serious adverse reactions (SUSARs) occurring on or off site and give recommendations to the RERB about the appropriate action to full board to ensure safety of patients.

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

Chair, Department of Medical Education and Research
CGHMC

Conforme:

(Print name & sign)

Date