



LETTER OF APPOINTMENT OF VICE-CHAIR

Date :

CONCERNED PERSON:

POSITION:

DEPARTMENT:

COMPANY

Dear _____,

Dear Dr. ,

We are pleased to appoint you as Vice-Chair 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 Vice-chair of the RERB, your specific responsibilities include:

- Be appointed by the Chair and selected based on experience and expertise from among the current RERB members
- Have the authority to perform all the duties of the Chair when the latter is unavailable or unable to perform them
- Perform other tasks as delegated by the Chair
- Serve as SAE subcommittee chair

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:
 - o Assess serious adverse event reports and recommend appropriate action(s)
 - o Review the progress reports and monitor ongoing studies as appropriate
 - o 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

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