



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

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. In accordance to provisions set forth in the national and international guidelines, it has the sole authority to approve, require modifications to, or disapprove research protocols and related documents as well as ensure compliance of its researchers with all relevant procedures after approval of trials.

Membership

While the RERB remains under the authority of the DMER, it has to maintain its independence and develop its competence related to decision making as defined in international and national guidelines.

The CGHMC RERB shall be composed of members from various disciplines and sectors to foster a comprehensive and efficient review of research activities conducted by the CGHMC staff and non-affiliated organizations. Relevant experts in various fields of science will comprise general membership, including non-medical/non-scientific/non-affiliated member to the institution. It shall aim for gender balance in its membership, with representation from both old and young generation.

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 Director appoints independent Consultants for initial period of two (2) years, with an option to be reappointed thereafter depending on the voluntary approval of the consultant.

Once independent consultant signs the terms of appointment, the Secretariat will ask him/her to provide the following: an updated curriculum vitae (Form 3), a signed Terms of Reference (Form 4B), a signed Confidentiality/Conflict of Interest (Form 2). 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 Director 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.

JEFFREY VERONA, M.D.
Independent Consultant
CGHMC RERB
Date:

Chair, Research Ethics Review Board
CGHMC

Chair, Department of Medical Education and Research
CGHMC