



LUNG CENTER OF THE PHILIPPINES

INSTITUTIONAL ETHICS REVIEW BOARD

Quezon Avenue Extension, Quezon City, Philippines 1100

4th Flr. Room 4013 Tel Nos. 9246101 local 568

E-mail : lcpierb@gmail.com, Website : erc@lcp.gov.ph

APPOINTMENT LETTER

Date:dd/mm/yyyy>

<Title, Name, Surname of new secretary>

<Institution/Affiliation>

<Address>

Dear _____:

This is to welcome you to the **LCPIERB** and to congratulate you on your new position as **Secretary**.

Your term shall be for a duration of two (2) years effective _____ until _____ with possible renewal for up to three (3) consecutive terms. As Secretary of **LCPIERB**, your specific responsibility entails the management of the Secretariat. You will be supported by an administrative staff appointed by the Executive Director. The Secretariat has the following functions:

- Organizing an effective and efficient tracking procedure for each proposal received
- Preparation, maintenance and distribution of study files
- Organizing IERB meetings regularly
- Preparation and maintenance of meeting agenda and minutes
- Maintaining the IERB documentation and Archiving
- Communicating with the IERB members and applicants
- Arrangement of training for personnel and IERB members;
- Organizing the preparation, review, revision and distribution of SOP's and guidelines;
- Providing the necessary administrative support for **IERB**- related activities to the Chair of the IERB
- Ensure overall IERB compliance with good clinical practice

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

- A. Participate in IERB meetings;
- B. 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>;

- C. Perform post-approval review procedures as follows:
 - 1. Assess serious adverse event reports and recommend appropriate action(s)
 - 2. Review the progress reports and monitor ongoing studies as appropriate
 - 3. Evaluate final reports;
- D. Maintain confidentiality of the documents and deliberations of during IERB meetings;
- E. Declare any conflict of interest;
- F. Participate in continuing education activities in biomedical ethics and biomedical research;

You will likewise be required to sign a Confidentiality Agreement and Conflict of Interest Disclosure (refer to attached document). Please sign the conforme below and return to the **LCPIERB** Secretariat along with the Confidentiality Agreement and Conflict of Interest Disclosure Form, latest Curriculum Vitae and GCP Training Certificate as soon as possible.

An honorarium will be given for every meeting attended, subject to the approval of the Executive Director and the Management Committee.

Sincerely,

Executive Director
Lung Center of the Philippines

Conforme:

Signature over Printed Name

Date