



養和醫療
HKSH Medical Group

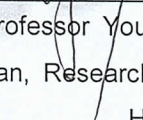
Standard Operating Procedure for Recruitment of Independent Consultants or Contractors for Research Review by Research Ethics Committee

Revision Summary of the Last Revision

| Version | Revision Details | Relevant Section | Effective Date |
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| 01 | Initial release | N/A | 17 July 2018 |
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Document Locations and Distribution if any

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| Controlled Soft Copy | Policy Portal in HKSH Medical Group |
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Standard Operating Procedure for Recruitment of Independent Consultants or Contractors for Research Review by Research Ethics Committee

1 Objective

This Standard Operating Procedure (SOP) sets out the procedures for recruiting independent consultants or contractors for research review by the Research Ethics Committee (REC).

2 Scope and Definition

According to section 3.2.6 of the Guideline for Good Clinical Practice issued by the International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH), an REC may invite non-members with expertise in special areas for assistance. This SOP is applicable to the recruitment of independent consultants and contractors for research review by the REC.

3 Responsibility

The REC is responsible for the engagement and management of REC's independent consultants / contractors for research review.

4 Training and Qualification

Not Applicable

5 Procedure Details

When remuneration to independent consultants / contractors is required for service delivery, the REC should forward the request of service to HKSH Management Committee which will follow the HKSH Medical Group's procedure for requisition for fixed asset / valuable items or purchase of service rendered by external contractors.

6 Record

Not Applicable

7 Attachment

Not Applicable

8 Reference Documents

Not Applicable