



Saint Mary's University Research Ethics Board

SOP No. 02 DESIGNATION OF SMUREB OFFICERS

Version Number 04
Number of Pages 4
Date of Approval
Effectivity

1. Policy Statement

The SMUREB shall have officers comprising a Chair, Vice-Chair, and Member-Secretary, who shall be appointed by the University President based on the endorsement of the incumbent Chair. The endorsement process shall occur following a special meeting convened specifically to designate new officers. Pioneering officers have already been appointed. In the event an officer resigns, becomes disqualified, or retires, the vacant position shall be filled by selecting a replacement from the current members of SMUREB.

2. Objectives

- 2.1. To ensure that the SMUREB officers are qualified and are selected in a transparent manner in conformity with institutional policy and practice.
- 2.2. To define the duties and responsibilities of the SMUREB officers.

3. Scope

The scope of this SOP includes the selection of SMUREB officers. It starts with the call for a special meeting to select new officer/s and ends with the filing of appointment documents for the officer/s.

4. Workflow

No.	ACTIVITY	RESPONSIBILITY	TIMELINE (working days)
1	Call for a special meeting	Chair, Staff	1-3
2	Selection of new officer by consensus	Members	1
3	Endorsement	Chair	1-2
4	Signing of conforme	New officer	1-2
5	Receipt of appointment of new officer/s	Staff	1-2
6	Filing of appointment documents and CVs	Staff	
Total number of working days			5-10



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5. Description of Procedures

5.1. Call for a special meeting

The staff upon instruction of the incumbent Chair sends a Notice of Meeting to all members stating that the purpose of the meeting is to designate new officer/s.

5.2. Selection of new officer by consensus

The chair (or incumbent chair) presides over the special meeting. Selection of a new officer may be done by volunteerism or by nomination. An election may ensue as long as the result of the meeting is the name of a new officer from among the regular members. The SMUREB officers shall have the following additional duties and responsibilities:

5.2.1. Duties and responsibilities of the SMUREB Chair

- 5.2.1.1. Sets agenda and presides over SMUREB review meetings. If Chair has COI (Conflict of Interest) relative to the protocol for deliberation s/he designates the Vice Chair or any Member to preside the meeting.
- 5.2.1.2. Decides which protocol may be exempted, expedited, or for full board review.
- 5.2.1.3. Selects a suitable (somebody with related expertise) member to be the primary reviewer of a protocol whether by expedited or full board review and ensure that the aforementioned member does not have COI.
- 5.2.1.4. Designates SMUREB Member to act on behalf of the SMUREB Chair on particular SMUREB matters where the Chair has COI.
- 5.2.1.5. Manages complaints from study participants, authorities, or the general public.
- 5.2.1.6. Designates an Ad hoc Investigation Team in cases of complaints or reports of major non-compliance to the provisions of the ethics review clearance.
- 5.2.1.7. Ensures that all SMUREB members receive orientation and undergo basic Research Ethics Training immediately after their appointment, and continuing education thereafter.
- 5.2.1.8. Obtains administrative and logistics support for the sustained operations of the SMUREB.
- 5.2.1.9. Ensures that the SMUREB is perceived as fair and impartial, and complies with institutional, national, and international standards.



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5.2.1.10. Represents the SMUREB in various activities for local, national, and international events.

5.2.1.11. Submits annual report of the SMUREB.

5.2.2. Duties and responsibilities of the SMUREB Vice Chair

5.2.2.1. Shall act as a chairperson in the absence of the SMUREB Chair

5.2.2.2. Takes on officer responsibility for sub-committee work, in partnership and/or as agreed with the Chair

5.2.2.3. Primarily acts on complaints, notifications, and queries from stakeholders

5.2.2.4. Provide general advice and guidance to SMUREB staff, SMUREB members, and researchers

5.2.2.5. Ensures that all ethical issues are explored, and clear decisions are made and recorded

5.2.2.6. Perform other SMUREB-related tasks that may be assigned to him/her by the Chair

5.2.3. Duties and responsibilities of the member-secretary

5.2.2.1. Supervises the SMUREB staff

5.2.2.2. Reviews and finalizes the provisional meeting agenda of the review meeting

5.2.2.3. Reviews and consolidates the comments in the assessment forms submitted by the Primary Reviewers before the meeting

5.2.2.4. Ensures that the members completely fill out necessary forms used for the review of protocol or protocol-related submissions

5.2.2.5. Supervises the staff in the preparation and accuracy of the meeting agenda and minutes of the meeting and ensures quality SMUREB documentation

5.2.2.6. Supervises the staff in the preparation of the annual report on the accomplishments of SMUREB to the University Management and to PHREB and other bodies

5.2.2.7. Supervise the preparation of communication pertinent to protocol-review-related actions to research proponents

5.2.2.8. Ensures good SMUREB documentation and archiving

5.2.2.9. Perform other SMUREB-related tasks that may be assigned to him/her by the Chair



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5.3. Endorsement

The chair endorses the list of selected officer/s to the University President for the appointment.

5.4. Signing of conforme

The newly appointed officers shall receive their appointment letters from the office of the University President. Upon receipt, they will sign the conforme and leave a copy at the office of the University President and another copy at the UREO.

5.5. Receipt of appointment papers of new officer/s

New officers shall submit a photocopy of their appointment letters to the SMUREB secretariat with their updated CVs.

5.6. Filing of appointment documents and CVs

The staff shall file the pertinent documents of the newly appointed officer/s in accordance with SOP 23 Management of Active Files.

6. Forms

6.1. REO-RF-018: Template for Notice of Meeting

6.2. REO-RF-032: Template for Appointment of SMUREB Chair

6.3. REO-RF-033: Template for Appointment of SMUREB Vice Chair

6.4. REO-RF-034: Template for Appointment of SMUREB Member Secretary

6.2. REO-FO-002: Curriculum Vitae

7. History of SOP

Version No.	Date	Authors	Main Change
01	April 5, 2021	Jason Arnold L. Maslang	First draft
02	August 7, 2022	Jason Arnold L. Maslang	New coding of forms and references
03	February 8, 2023	Lorna C. Aban Fe Yolanda G. Del Rosario Jonathan F. Vergara Harrison T. Villanueva	Checking of inconsistencies and addition of Timeline in the Workflow
04	December 8, 2024	Jason Arnold L. Maslang	Document coding of forms and templates are revised in compliance to the institutional quality management.