

 <p>Healing with Passion. Caring with Compassion.</p>	<b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b> <small>chh_irb@chonghua.com.ph</small>	<b>SOP/003/05</b>  <b>Effective date: 01 January 2017</b>  <b>Page 1 of 6</b>
	<b>Title:</b>  <b>1.3 Training Personnel and Ethics Committee Members</b>	

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**Table of Contents**  
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No.	Content	Page No.
	Table of Contents .....	1
1.	Purpose .....	2
2.	Scope .....	2
3.	Responsibility .....	2
4.	Flowchart .....	2
5.	Detailed Instruction .....	3
5.1	Topics for training .....	3
5.2	How to get trained .....	3
5.3	Keeping the training records .....	3
6.	ANNEX	
	Training Record Form .....	4
7.	References.....	6

 <p>Healing with Passion. Caring with Compassion.</p>	<p align="center"><b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b></p> <p align="right">chh_irb@chonghua.com.ph</p> <p><b>Title:</b></p> <p align="center"><b>1.3 Training Personnel and Ethics Committee Members</b></p>	<p align="center"><b>SOP/003/05</b></p> <p align="center"><b>Effective date:</b> <b>01 January 2017</b></p> <p align="center"><b>Page 2 of 6</b></p>
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## 1. Purpose

The purpose of this section is to inform the IRB personnel and members why training is necessary and how the members should seek to occasionally attend training or workshop programs to up-date themselves on the progress of technology, information and ethics.

*Chong Hua Hospital* recognizes the importance of training and continuing professional development, therefore the institution will allocate an annual budget for specific training and study visits for CHH IRB personnel and members. New IRB members are required to undergo a training program prior to joining the Committee.

## 2. Scope

The SOP applies to all personnel of the CHH - IRB.

## 3. Responsibility

It is the responsibility of the IRB members to have themselves educated and trained periodically.

## 4. Flow chart

No.	ACTIVITY	RESPONSIBLE PERSONNEL
I	<div style="border: 1px solid blue; border-radius: 15px; padding: 10px; text-align: center;">Topics for training</div>	CHH IRB members / staff
II	<div style="text-align: center;">↓</div> <div style="border: 1px solid blue; padding: 10px; text-align: center;">How to get trained</div>	CHH IRB members / staff
III	<div style="text-align: center;">↓</div> <div style="border: 1px solid blue; border-radius: 15px; padding: 10px; text-align: center;">Keeping the training record</div>	CHH IRB members /staff

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	<p><b>Title:</b></p> <p><b>1.3 Training Personnel and Ethics Committee Members</b></p>	<p><b>Page 3 of 6</b></p>

## 5. Detailed instructions

### 5.1 Topics for training

CHH IRB members should maintain competence by ensuring currency of their knowledge of:

- Good Clinical Practice (GCP)
- Declaration of Helsinki
- Ethical Issues
- Relevant laws
- Developments in relevant science, technical and environmental, health and safety aspects
- Relevant requirements of health, safety and environmental laws and regulations and related documents
- Audit procedures.

An interchange of ideas, information and experiences with overseas institutions and organizations related to research ethics is also being carried out. International cooperation is also necessary to discuss ways of tackling harmful information distribution and joint efforts to tackle such distribution patterns. Efforts are being made to collect information on overseas trends and to attend international specialist meetings organized for the exchange of experience and information.

### 5.2 How to get trained


- Get information about training courses, workshops, conferences, etc. which is periodically announced on websites, bulletin boards and various media channels.
- Select the ones the IRB needs.
- Register to attend.
- Keep the receipt.

### 5.3 Keeping the training records

- Fill in the form HRP-IRB-007 to record the training/workshop/conference activities in chronological order.
- Make a copy of the form.
- Keep the original form as your record.
- Give the copy to the staff secretary to keep in the CHH IRB file.

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	<p><b>Title:</b></p> <p align="center"><b>1.3 Training Personnel and Ethics Committee Members</b></p>	


## 6. ANNEX

 <p><b>CHONG HUA HOSPITAL</b> Healing with Passion. Caring with Compassion.</p>		<p align="center"><b>TRAINING RECORD FORM</b></p> <p align="right">Form HRP-IRB-007</p>
First name:	Last name:	
Staff / Membership since:	Status:	
Education Background:		
Work Experience:		

TRAINING RECORD FORM

Page 1 of 2

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	<p><b>Title:</b></p> <p align="center"><b>1.3 Training Personnel and Ethics Committee Members</b></p>	<p align="right"><b>Page 5 of 6</b></p>

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<p><b>Training Experience:</b></p>					
#	Courses / Workshops / Conferences / Meetings Attended	Organized by:	Where?	Duration	Source of Funding
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

TRAINING RECORD FORM

Page 2 of 2

 <p>Healing with Passion. Caring with Compassion.</p>	<p><b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b></p> <p>chh_irb@chonghua.com.ph</p>	<p><b>SOP/003/05</b></p> <p><b>Effective date: 01 January 2017</b></p>
	<p><b>Title:</b></p> <p><b>1.3 Training Personnel and Ethics Committee Members</b></p>	<p><b>Page 6 of 6</b></p>

## 7. References

- ❖ World Health Organization, Operational Guidelines for Ethics Committees that Review Biomedical Research, 2000.
- ❖ International Conference on Harmonization, Guidance on Good Clinical Practice (ICH GCP) 1996.
- ❖ National Ethical Guidelines for Health Research 2011 PNHRs