


chh_irb@chonghua.com.ph

4.1 Review of Final Report

Page 1 of 5

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No.	Content	Page No.
	Table of Contents	1
1.	Purpose	2
2.	Scope	2
3.	Responsibility	2
4.	Flowchart	3
5.	Detailed Instruction	3
5.1	Activities before a Board meeting	3
5.2	Activities during the Board meeting	3
5.3	Activities after the Board meeting	3
6.	ANNEX 1	
	End of Study Report Form	4
7.	References.....	5

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	<p>Title:</p> <p>4.1 Review of Final Report</p>	<p>Page 2 of 5</p>

1. Purpose

The purpose of this SOP is to provide instructions on the review and follow-up, if appropriate, of Final Reports for any study previously approved by the CHH IRB.


2. Scope

This SOP applies to the review and follow-up of the Final Report which is an obligatory review of each investigator's activities presented as a written report of studies completed to the CHH IRB.

Although CHH IRB provides an End of Study Report Form (HRP-IRB-020, see Annex 1) to the investigator, any mechanism (letter format, form provided by the Sponsor, etc.) may be used, provided that the information submitted is sufficient.

3. Responsibility

It is the responsibility of the CHH IRB secretariat to review the report for completeness before making copies for the Board meeting.

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	Title: 4.1 Review of Final Report	Page 3 of 5

4. Flowchart

No.	ACTIVITY	RESPONSIBLE PERSONNEL
I	Activities before a Board meeting	CHH IRB Secretariat
II	Activities during the Board meeting	CHH IRB Secretariat / Members / Chairperson
III	Activities after the Board meeting	CHH IRB Secretariat

5. Detailed instructions

5.1 Activities before a Board meeting


- See SOP/008/05 (Management of Protocol Submission) for receiving and checking the report packages.
- The Secretariat reviews the submitted report and briefs to the Chairperson.
- Make a sufficient number of copies.

5.2 Activities during the Board meeting

- Each Board member reviews a copy of the Final Report.
- The Chairman or designee entertains any discussion of the study.
- If appropriate to the discussions, a CHH IRB member may call for consensus on whether to request further information or to take other action with the investigator.
- Summarize what action should be taken.


5.3 Activities after the Board meeting


- Notify the investigator of the decision.
- Accept and file the Final Report, if no action is taken.
- Note the decision in the meeting minutes
- Consider the study as closed.

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	<p>Title:</p> <p align="center">4.1 Review of Final Report</p>	<p align="center">Page 4 of 5</p>

- Get a copy of the final report signed by the Chairperson or the designee.
- Send an acknowledged letter to the investigator.
- Archive the entire study protocol and the report.

6. ANNEX 1:

 <p>CHONG HUA HOSPITAL Healing with Passion. Caring with Compassion.</p>		<p align="center">END OF STUDY REPORT FORM</p> <p align="right">Form HRP-IRB-020</p>																																																																																									
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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