

	Peregrine Eye and Laser Institute Institutional Review Board
PELI-IRB SOP 03/05-0-2022	SOP 03 Selection of Independent Consultants
Version No. 5	
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Supersedes: Previous SOPs of the PELI-IRB	

SOP 3 Selection of Independent Consultants

1. Purpose

To describe the procedures for the appointment of IRB Independent consultants

2. Scope

This SOP describes the procedures for engaging the services of a professional/expert as a consultant to the PELI-IRB. If the Chair of the IRB determines that a study involves procedure/s that are not within the area of competence or expertise of the IRB members, the Chair may invite independent consultants with expertise in special areas to assist in the review of protocols that require such expertise in addition to those available within the IRB.

3. Responsibility

Upon the advice or recommendation of the officers or any PELI-IRB member, it is the responsibility of all the IRB members to nominate and approve the name of the independent consultants to be endorsed by the Chair.

4. Process Flow/Steps

STEP	ACTIVITY	RESPONSIBILITY
1	Request for independent consultant/s	Chair/Staff Secretary/Members
2	Compile list of candidates and conduct qualification review	Chair/Staff Secretary
3	Select and recommend list of consultants to the Managing Director	Chair
4	Appoint independent consultant/s	Managing Director
5	Consultants signs the TOR, confidentiality and conflict of interest agreements and provide curriculum vitae and signed term of reference	Consultant/Staff Secretary
6	Consultant renders services	Consultant
7	Store documents in IRB files for independent consultants	Staff Secretary

5. Detailed Instructions

Step 1 Identify the need for independent consultant/s and make a request

Step 2 The secretary compiles a list of independent consultants and the IRB Chair conducts a qualification review of the prospective consultants.

Step 3 The Chair finalizes a list based on expertise and availability criteria and submits them to the Managing Director.

Step 4 The Managing Director appoints independent consultants to help the IRB in protocol review.

Step 5 Consultant signs TOR, confidentiality and conflict of interest agreements. Staff secretary shall contact the consultant and shall ask to provide the following:

- Curriculum vitae
- A signed term of reference
- A signed Confidentiality and Conflict of Interest Agreements

Step 6 Consultant renders services

- The IRB Staff Secretary provides study protocol documents and assessment forms to the concerned consultant for review, after the latter has signed the TOR and the Confidentiality and Conflict of Interest Agreements (**Form 1.1**).
- The consultant must complete the assessment form to be reviewed by the IRB at the time the study is reviewed.
- The consultant may attend the IRB meeting, present his/her assessment, and participate in the discussion but without the right to vote. The report becomes permanent part of the study file.

Step 7 Staff secretary shall keep the pertinent documents in a consultant's file.

6. Termination of services

Consultant's services may be terminated by either the consultant himself, or officers of the PELI-IRB. Upon termination of the consultant's services, the staff secretary shall ensure that all the necessary documentation is filed with the other administrative documents. Staff secretary shall store the said documents in the IRB folders under Independent Consultants File in alphabetical order.