

	Peregrine Eye and Laser Institute Institutional Review Board
PELI-IRB SOP 04/05-0-2022	SOP 04 Employment of the Staff Secretary
Version No. 5	
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Supersedes: Previous SOPs of the PELI-IRB	

SOP 4 Employment of the Staff Secretary

1. Purpose

To describe the employment procedures and identify the roles and responsibilities of a IRB full-time Staff Secretary

2. Scope

This SOP intends to outline the process of employment and duties of a PELI-IRB full-time Staff Secretary.

3. Responsibility

The full-time Staff Secretary is under the direct supervision of the board, specifically by the member–secretary and other officers. It is the obligation of the institution to provide a full-time Staff Secretary that will aid in the administrative groundwork needed by the IRB to function.

Roles and Responsibilities of the Staff Secretary

- Maintains good IRB documentation
- Organizes an effective and efficient tracking procedure for each proposal received
- Prepares, maintains, and distributes study files
- Assist in the arrangement of IRB meeting regularly
- Prepares and maintains meeting agenda and minutes
- Assist in drafting letter communication of IRB to investigators for approval by the board
- Assist in keeping track and preparation of training for personnel and IRB members
- Assists in the preparation, review, revision and distribution of SOPs and guidelines
- Provides the necessary administrative support for IRB
- Assists in providing updates on relevant and contemporary issues related to ethics in health research, as well as relevant literature to the IRB members

- Maintains a library of relevant resource materials and references and its accessibility to the board
- Assists in creating annual budget plan for approval of IRB and managing director

4. Process flow/steps

STEP	ACTIVITY	RESPONSIBILITY
1	Request for new Staff Secretary	Member-Secretary
2	Recruit staff	Human Resource Department
3	Select candidate	Human Resource Department, Member-Secretary and Managing Director
4	Sign contract and orientation	Human Resource Department and Elective Staff Secretary
5	Endorsement by incumbent staff	Incumbent Staff Secretary and Elective Staff Secretary
6	Sign confidentiality and conflict of interest agreement	Incumbent Staff Secretary and Elective Staff Secretary
7	Submit signed, dated, and updated curriculum vitae every 2 years	Elective Staff Secretary

5. Detailed instructions

Step 1 Member-Secretary requests for personnel (Staff Secretary) to institution

Step 2 The Human Resources Department conducts recruitment activities to find a suitable candidate.

Step 3 Candidate is selected based on the following qualifications:

- Expertise, experience and training
- Personnel shall have prior training in Good Clinical Practice, research ethics, SOP, Documentation and Archiving training or should be willing to undergo such training during their term of employment.

Step 4 Once candidate is chosen and agrees, contract is signed and elective candidate receives company orientation

Step 5 Incumbent staff shall conduct proper endorsement.

Step 6 Newly appointed Staff Secretary is required to sign a confidentiality/conflict of interest agreement at the start of their term. The agreement should cover all applications, meeting deliberations, information on research participants and related matters.

Step 7 Staff Secretary shall submit their curriculum vitae, properly signed and dated and update them at least once every two (2) years.