Annexure XIX

Roles and Responsibilities of IEC Members
INSTITUTIONAL ETHICS COMMITTEE
HM PATEL CENTER FOR MEDICAL CARE AND EDUCATION, KARAMSAD

Role of member [s] of IEC

1. **Chairperson**:
    - Conduct of meeting
    - Ensure appropriate quorum
    - Ensure active participation by all the members
    - Appoint another member as Chairperson, in his/ her absence
    - Approval of minutes of meeting
    - Sign all documents on behalf of IEC
    - Ensure that any conflict of interest is well taken care of

2. **Deputy Chairperson**:
    - Manages role of Chairperson in his absence

3. **Member Secretary**:
    - Manage administrative work of IEC
    - Call for proposals
    - Review and check submitted proposals for completeness
    - Propose and circulate the agenda for meetings
    - Ensure adequate number of clinical trials in a single meeting
    - Review and decide on qualification of a proposal for exempt/ expedite review
    - Review and reporting of Serious Adverse Event [s] [SAE]
    - Review protocol deviations
    - Communication with various stake holders [researchers, regulatory body etc.]
    - Archiving of all IEC documents
    - Monitor conduct of trials and their progress
    - Prepare for audits
    - Meetings and agenda for subcommittees
    - Preparing minutes of meeting
    - Review of Standard Operating Procedures [SOP]
    - Preparation of annual reports
    - Updating of new rules and regulations
    - Arrange for capacity building among IEC members

4. **Lay Person**:
    - Review of all the protocols from point of view of study participant
    - Review of informed consent process
    - Review of compensation processes
    - Analysis of risks and benefits
    - Review of post trial benefits
    - Review of non trial related injuries

- Issues with vulnerability
- Monitoring of ongoing research projects

5. **Social Scientist**:
    - Review of all the protocols from point of view of social implications
    - Review of informed consent process
    - Review of compensation processes
    - Analysis of risks and benefits
    - Review of post trial benefits
    - Review of non trial related injuries
    - Issues with vulnerability
    - Monitoring of ongoing research projects

6. **Lawyer**:
    - Review of informed consent process
    - Review of compensation processes
    - Analysis of risks and benefits
    - Review of post trial benefits
    - Issues with vulnerability
    - Monitoring of ongoing research projects

7. **Basic Scientist**:
    - Review of all the protocols for scientific merit and validity
    - Review of informed consent process
    - Review of compensation processes
    - Analysis of risks and benefits
    - Review of post trial benefits
    - Review of non trial related injuries
    - Issues with vulnerability
    - Monitoring of ongoing research projects

8. **Clinician**:
    - Review of all the protocols for scientific merit and validity
    - Review of informed consent process
    - Review of compensation processes
    - Analysis of risks and benefits
    - Review of post trial benefits
    - Review of non trial related injuries
    - Issues with vulnerability
    - Monitoring of ongoing research projects