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
    - Review of Clinical Trial Agreement [s]
    - Compliance with current National Laws
    - 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

9. Office Assistant/ Co-ordinator

- Maintaining an effective and efficient tracking procedure for each proposal received
- Preparation, maintenance and distribution of study files
- Allocation of project reviews to specific members to facilitate efficient dispensation of the projects
- Organizing IEC meetings
- Preparation and maintenance of meeting agenda and minutes
- Receive and check for the completeness of the documents for review by the EC
- Co-ordinate with the investigators
- Maintaining the IEC's documentation and archival
- Communicating with the IEC members and investigator applicants
- Arrangement of training for personnel and IEC members
- Organizing the preparation, review, revision and distribution of SOPs
- Work in unison with the EC members and the investigators to reduce the turn-around time of the study proposals sent to the EC for review
- Providing updates on relevant and contemporary issues related to ethics in health research, as well as relevant contemporary literature to the Committee members