



Conduct of a Surveyor Training

SIDCER-FERCAP Survey SOP 04

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Conduct of a Surveyor Training

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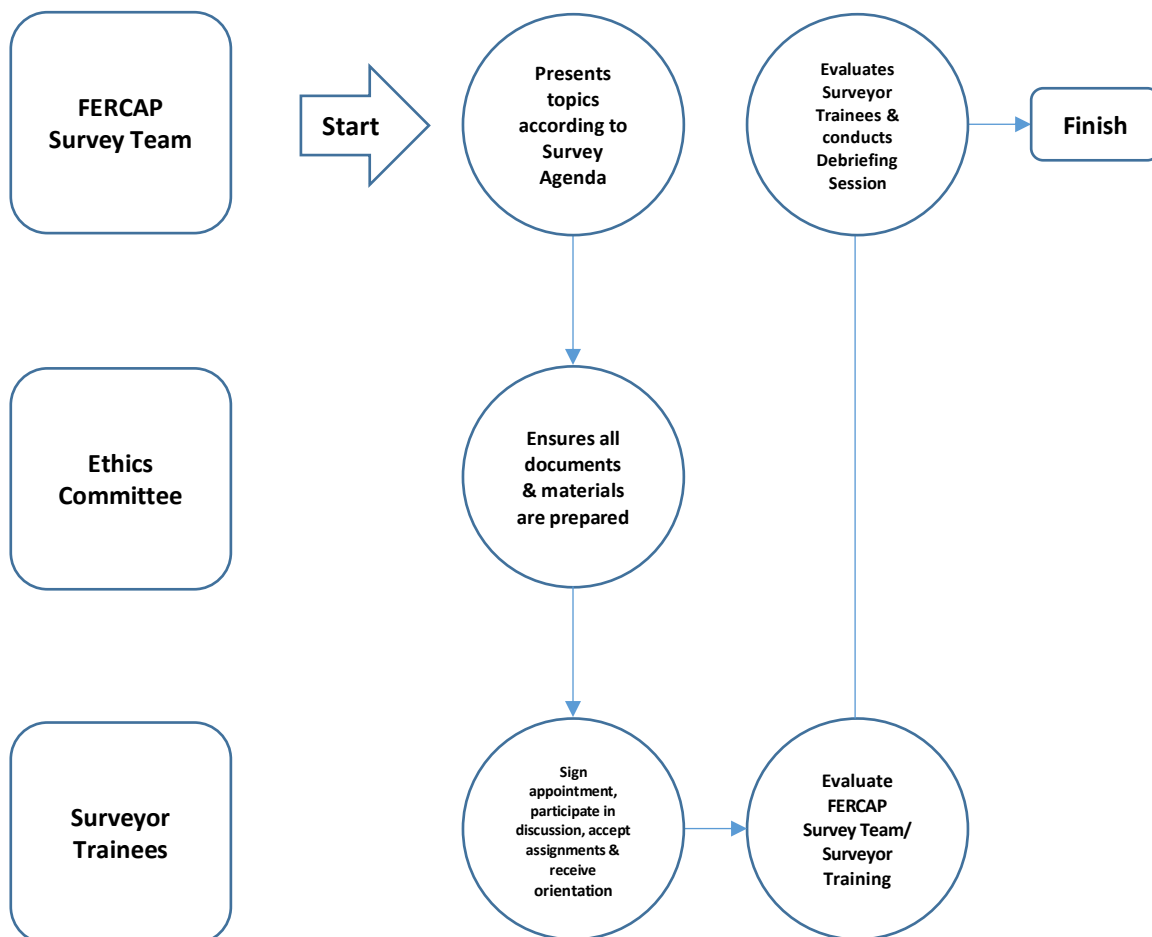
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the contents and conduct of the FERCAP Survey Team/Surveyor Training.

2. SCOPE

This SOP covers the contents and conduct of the FERCAP Survey Team/Surveyor Training.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Contents of the Survey Agenda

The Survey Agenda follows the SIDCER-FERCAP Survey Team/Surveyor Training Curriculum which contains the following topics:

- Local Environment and Practical Challenges to Ethical Review
 - Current challenges to quality ethical review in the area/country
 - National/local laws, regulations, and procedures
- Framework for Evaluating Ethical Review Practices
 - International ethical principles and guidelines
 - Purpose of surveying and evaluating ethical review
 - Quality of ethical review
- Procedures in Surveying Ethics Committees (ECs)
 - Overview of the SIDCER-FERCAP Survey Terms of Reference (TOR) and SIDCER-FERCAP Survey Standard Operating Procedures (SOPs)
 - Roles of the FERCAP Survey Team and Surveyor Trainees
 - Overview of the SIDCER-FERCAP Survey Methods and SIDCER-FERCAP Survey Forms: Office Visit, Membership Files Review, SOP Review, Protocol Review, SAE Review, Meeting Minutes Review, Board Meeting Observation, and Interview (SIDCER-FERCAP Survey Form 08-17)
 - Formation of Survey Groups: SIDCER-FERCAP Survey Team Assignments (SIDCER-FERCAP Survey Form 07)
- Site Visit

These topics may be modified according to the training needs of the EC.

4.2. Conduct of the FERCAP Survey Team/Surveyor Training

- The FERCAP Survey Team presents the topics according to the Survey Agenda. Generally, the FERCAP Local Surveyor presents on the Local Environment and Practical Challenges to Ethical Review but if the FERCAP Local Surveyor is unable to do it, the FERCAP Local Coordinator or an EC Representative presents on this topic. Generally, the FERCAP Survey Coordinator, who oversees the FERCAP Survey Team/Surveyor Training, presents on the Framework for Evaluating Ethical Review Practices while the FERCAP Lead Surveyor presents on the Procedures in Surveying ECs but the other Surveyors may also present on these topics.
- The EC ensures all documents and materials related to the FERCAP Survey Team/Surveyor Training and Site Visit are prepared.
- The Surveyor Trainees sign the appointment certification (SIDCER-FERCAP Survey Form 05), participate in the discussion, accept assignments as finalized in the Survey Team Assignments (SIDCER-FERCAP Survey Form 07).

4.3. Evaluation of the FERCAP Survey Team/Surveyor Training

- The Surveyor Trainees evaluate the FERCAP Survey Team/Surveyor Training using the Surveyor Training Evaluation Form (SIDCER-FERCAP Survey Form 20).
- The FERCAP Survey Team evaluates the Surveyor Trainees using the Surveyor Trainee Reviewer and/or the Surveyor Trainee Group Work Evaluation Form (SIDCER-FERCAP Survey Form 18 and 19). The FERCAP Survey Coordinator

conducts a Debriefing Session with the Surveyor Trainees to discuss the Surveyor Trainee Reviewer as well as their assessment of and learnings from the FERCAP Survey Team/Surveyor Training.

5. GLOSSARY

EC	An ethics committee. It is also known as ethical review board (ERB), ethical review committee (ERC), human research ethics committee (HREC), institutional review board (IRB), and research ethics committee (REC). It is a group of individuals who undertakes the ethical review of research protocols involving human participants using agreed ethical principles and guidelines.
FERCAP	The Forum for Ethical Review Committees in Asia and the Western Pacific. It is an organization of ECs within the Asia-Pacific region. It is regional forum under the umbrella of SIDCER.
FERCAP Lead Surveyor	An experienced FERCAP Surveyor who leads the FERCAP Survey Team and writes the Survey Report.
FERCAP Local Coordinator	A FERCAP Steering Committee Member representing a FERCAP area/country or a Representative of the national accreditation institution (<i>e.g.</i> NECAST, PHREB) or a Representative of the area/country network of ECs (<i>e.g.</i> FERCI, FERCSL, FERCIT, FIRREC, NERCIM, PHREN, TAIRB) who coordinates the EC surveys in a FERCAP area/country.
FERCAP Local Surveyor	A FERCAP Surveyor from the area/country of the EC being surveyed.
FERCAP Survey Coordinator	An experienced FERCAP Surveyor who supervises the FERCAP Survey Team.
FERCAP Survey Team	Composed of a FERCAP Survey Coordinator, a FERCAP Lead Surveyor, and two other FERCAP Surveyors tasked to conduct the EC survey.
SIDCER	The Strategic Initiative for Developing Capacity in Ethical Review (SIDCER). It is a global network of EC fora composed of FERCAP and the Pan-African Bioethics Initiative (PABIN).
Surveyor Trainee	A potential FERCAP Surveyor undergoing training.

6. DOCUMENT HISTORY

Version/Year	SOP Code	Revisions
1.0/2005	FERCAP SOP SRP 03	Initial SIDCER-FERCAP Survey SOP.

2.0/2007	FERCAP SRP SOP003	Procedures and workflow were elaborated according to practice.
3.0/2010	SIDCER-FERCAP Survey SOP004	Coding was changed to SOP004. Procedures and workflow were elaborated according to practice.
4.0/2019	SIDCER-FERCAP Survey SOP 04	Procedures and workflow were elaborated according to practice. Responsibility (in the workflow) and references were added.
5.0/2020	SIDCER-FERCAP Survey SOP 04	Format was changed. Procedures and workflow were revised. Annex codes were revised.

7. ANNEXES

- SIDCER-FERCAP Survey Form 05 - Appointment Certification
- SIDCER-FERCAP Survey Form 07 - Survey Team Assignments
- SIDCER-FERCAP Survey Form 18- Surveyor Trainee Group Work
- SIDCER-FERCAP Survey Form 19- Surveyor Trainee Reviewer
- SIDCER-FERCAP Survey Form 20 - Training Evaluation

8. REFERENCES

- FERCAP Terms of Reference, 2000, 2004
- WHO Surveying and Evaluating Ethical Review Practices, 2002
- SIDCER-FERCAP Survey Standard Operating Procedures, 2005, 2007, 2010, 2019
- SIDCER-FERCAP Survey Forms, 2009, 2013