



**養和醫療**  
HKSH Medical Group

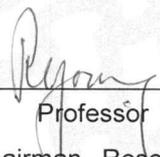
**倫理委員會(研究)獨立顧問或承包商徵聘標準操作規程**  
**Standard Operating Procedure for Recruitment of Independent Consultants or Contractors for Research Review by Research Ethics Committee**

**Revision Summary of the Last Revision**

Version	Revision Details	Relevant Section	Effective Date
01	Initial release	N/A	17 July 2018
03	Revised format	Whole document	8 October 2019
04	Revised format	Whole document	15 August 2024

**Document Locations and Distribution if any**

<b>Controlled Soft Copy</b>	Policy Portal in HKSH Medical Group
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**Standard Operating Procedure for Recruitment of Independent Consultants or Contractors for Research Review by Research Ethics Committee**

**1 Objective**

This Standard Operating Procedure (SOP) sets out the procedures for recruiting independent consultants or contractors for research review by the Research Ethics Committee (REC).

**2 Scope and Definition**

According to section 3.2.6 of the Guideline for Good Clinical Practice issued by the International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH), an REC may invite non-members with expertise in special areas for assistance. This SOP is applicable to the recruitment of independent consultants and contractors for research review by the REC.

**3 Responsibility**

The REC is responsible for the engagement and management of REC's independent consultants / contractors for research review.

**4 Training and Qualification**

Not Applicable

**5 Procedure Details**

When remuneration to independent consultants / contractors is required for service delivery, the REC should forward the request of service to HKSH Management Committee which will follow the HKSH Medical Group's procedure for requisition for fixed asset / valuable items or purchase of service rendered by external contractors.

**6 Record**

Not Applicable

**7 Attachment**

Not Applicable

**8 Reference Documents**

Not Applicable