


**Title: Procedures for allowing Guest/Observer to visit Yenepoya Ethics Committee - 4 or attend meeting**


**SOP Code: SOP05/v1**

**Effective date: 01/01/2025**

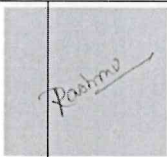
**Prepared by:**

Mrs. Liba Sara Varghese Members, YEC-4 SOP Subcommittee	 22.12.2024 Signature with date
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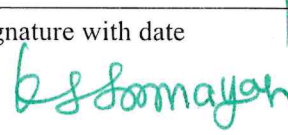
**Reviewed by:**

Dr. Deeksha Member, YEC-4 SOP Subcommittee	 22.12.2024 Signature with Date
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**Approved by:**

Dr. Rashmi K S, Chairperson, YEC-4	 22.12.2024 Signature with Date
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**Notified by:**

Registrar, Yenepoya (deemed to be University)	Signature with date  27/12/24 Registrar YENEPOYA (Deemed to be University)
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**1. Purpose:**

- 1.1. The purpose of this Standard Operating Procedure (SOP) is to describe procedures to be followed by Yenepoya Ethics Committee – 4 (YEC-4) and the Guest/Observer whenever he/she visits the YEC-4 Office/Secretariat or attends YEC-4 meetings.
- 1.2. This SOP is needed to ensure adequate protection of confidentiality of information related to research studies, yet allow for training, YEC-4 accreditation, inspection, audit or training.

**2. Scope:** This SOP covers the procedures for allowing a guest/observer to visit the YEC-4 Office/Secretariat and/or observe a meeting in progress.

**3. Definition:**

- 3.1. Guest(s)/observer(s) may include any individual (s) who visit the YEC-4 as any one of the following and should not have any interest – direct or indirect – in any of the active protocols currently at the YEC-4, to be tabled in the agenda of that meeting:
  - 3.1.1. A student(s)/trainee(s)
  - 3.1.2. Prospective member(s) of YEC-4 who are yet to be inducted
  - 3.1.3. Member(s) of other ethics committees, secretarial staff of other ethics committees
  - 3.1.4. Auditor(s), Surveyor(s)
  - 3.1.5. Member(s) of regulatory agencies
  - 3.1.6. Representative(s) of patient group(s)
  - 3.1.7. Representative(s) of special interest group(s)
  - 3.1.8. Representative(s) of accrediting organization(s)
  - 3.1.9. Representative(s) of YU wishing to learn/understand/ review/assess the functioning of ethics committees
  - 3.1.10. Representatives of participant group(s)
  - 3.1.11. Principal Investigator or research team member invited to the YEC-1 meeting
  - 3.1.12. Researchers conducting research involving EC work

**4. Responsibility:**

- 4.1. **The Chairperson will:**
  - 4.1.1. Approve the request received to visit the YEC-4 office/ attend the YEC-4 meeting if found to be appropriate
- 4.2. **The Member-Secretary will:**

4.2.1. Review the request of the individual to visit the YEC-4 office/ meeting and decide whether the guest/observer intending to attend the YEC-4 office/Secretariat or the YEC-4 meeting, may be allowed or not, and seek approval from the Chairperson.

4.2.2. Inform the guest/observer to read, understand, agree and sign the agreement letter prior to visiting the YEC-4 office or YEC-4 meeting

4.2.3. Provide a certificate of attendance for trainees, if required.

**4.3. Secretariat will:**

4.3.1. Inform the Member-Secretary when a request letter from the prospective visitor or guest is received

4.3.2. Ensure that the confidentiality letter is duly signed with date by the guest/observer prior to visiting the YEC-4 office or attending the YEC-4 meeting.

4.3.3. Ensure that a copy of the approval letter - stating what the guest can and cannot do – is handed over to the guest, and the receipt acknowledged.

4.3.4. Ensure that the guest/observer is not attending the meeting when the study of the guest/observer is tabled on the agenda of the meeting (unless the PI/research team member has been invited to the meeting by YEC-4)

4.3.5. Ensure that the communications from the guest/observer and the related records are maintained and archived.

4.3.6. Prepare and communicate the certificate of attendance, when required for trainees/interns

**5. Detailed instructions:**

**5.1. Decision to allow the visitor/observer:**

5.1.1. The guest/observer will enter the specified details stating clearly the purpose for the visit, in the given form (*Ann01/SOP05/v1*)

5.1.2. On receiving a written request from a guest intending to visit the YEC-4 office or observe the YEC-4 meeting, the Member-Secretary will inform the Chairperson about the same

5.1.3. The request is recorded in the YEC-4 file stating the reason for the visit

5.1.4. The Chairperson and Member-Secretary will decide whether the guest or the observer should be allowed to visit the YEC-4 Secretariat or attend the YEC-4 meeting based on the reasons quoted.

5.1.5. Once it is decided to allow the guest/observer to visit the YEC-4 Secretariat or attend the YEC-4 meeting, the date and time of visit is informed to the guest via an email.

5.1.6. Should the Member-Secretary – in consultation with the Chairperson – decide not to accede to the request of a guest/observer/visitor, the same

should be communicated in writing to the guest stating reasons why the visit is not permitted. The decision of the Chairperson/Member-Secretary will be final and binding.

**5.2. Signing the Confidentiality agreement form**

- 5.2.1. The Secretariat will give the confidentiality agreement form (*Ann03/SOP3B/v1*) to the visitor/observer upon arrival at the YEC-4 office on the scheduled date and time
- 5.2.2. The guest/observer will read the form carefully prior to the visit to the YEC-4 Secretariat or before commencement of the YEC-4 meeting, whichever is applicable.
- 5.2.3. If there are any doubts, questions, the guest/observer will seek clarifications from the Secretariat/Member-Secretary/member of YEC-4.
- 5.2.4. The guest/observer will sign the confidentiality agreement form in the presence of at least one member of the YEC-4, or one administrative staff of the YEC-4 Secretariat.
- 5.2.5. The Chairperson/Member-Secretary will counter sign the confidentiality agreement form
- 5.2.6. A photocopy of the duly signed and dated document will be provided to the guest/observer
- 5.2.7. The guest/observer will acknowledge the receipt of the photocopy.

**5.3. Filing of the confidentiality agreement forms:**

- 5.3.1. The Secretariat will file the original duly signed confidentiality agreement form in the YEC-4 file for confidentiality agreement forms for visitors of the YEC-4
- 5.3.2. The file is maintained in the secure storage of the YEC-4

**5.4. Declaring Conflict of interest:**

- 5.4.1. The Guest observer will declare CoI, if any before accessing a protocol document
- 5.4.2. The guest observer will sign and submit the CoI form to YEC-4 (*Ann01/SOP3A/v1*)

**5.5. Attending the YEC-4 meeting**

- 5.5.1. The guest observers are permitted to sit through the meeting and deliberation of the protocols, but will not take part in the decision making or voting
- 5.5.2. The guest observers who are attending the meeting for a specific protocol (participant representatives, ICs, PIs) will attend the meeting only during the discussion of the concerned protocol

5.5.3. The guest/observer will sign the attendance sheet for the YEC-4 meeting and the same will be included in the minutes of the meetings.

**5.6. Visiting the YEC-4 office:**

5.6.1. The guest observers are permitted to visit the YEC-4 office only when accompanied by the Secretariat/ Member-Secretary or other member of the YEC-4 and after entering the log book

5.6.2. The guest observers are permitted to access any documents only after entering into the log book

**5.7. Interacting with YEC-4 members:**

5.7.1. The guest observers will speak to or interview the YEC-4 members/Secretariat about the functioning of the YEC-4 and will not enquire/influence any individual protocol deliberation/ decision of the YEC-4

**5.8. Ensuring confidentiality:**

5.8.1. The guest /observer must implement the clauses of the signed Confidentiality Agreement form.

**6. Reference to other SOPs:**

6.1. SOP3A/v1: Handling Conflict of Interest

6.2. SOP3B/v1: Maintenance of confidentiality

6.3. SOP04/v1: Selection and responsibilities of Independent Consultant

6.4. SOP7A/v1: Full review of protocols

6.5. SOP08/v1: Preparation of agenda, meeting proceedings and recording of the minutes of meeting

6.6. SOP18/v1: Maintenance, archival, retrieval and disposal of YEC-4 files

6.7. SOP20/v1: Preparing for audit and Inspection of YEC-4

**7. Annexures:**

7.1. Ann01/SOP05/v1: Request letter to be a YEC-4 Guest/Observer

**Ann01/SOP05/v1**

**Request letter to be YEC-4 Guest/Observer**

Date:

To

The Member-Secretary/Chairperson

Yenepoya Ethics Committee – 4 (YEC-4), Yenepoya deemed to be University

Sir/Madam,

I request you to permit me to

1. Visit the YEC-4 office
2. Attend the YEC-4 meeting
3. Interview YEC-4 Member/Secretariat

Following are my details:

Name:

Designation:

Institution:

Address:

Phone number:

Email address:

Date and time of proposed visit:

Purpose of visit: (Provide specific details)

1. As an Inspector/ Assessor/Auditor:
2. As a trainee/student observer:
3. As a patient representative/special interest group:
4. As a prospective YEC-4 member/ Other EC member:
5. Any other:

I solemnly affirm that I have no on-going or pending protocols in YEC-4, either as PI, or research team member (unless a PI or research team member has been invited to the meeting by YEC-4).

I understand that YEC-4 reserves the right to not grant me permission to attend the meeting, and that such decision will be binding. I will sign the confidentiality agreement form and abide by the same. I have read and understood the responsibilities of guest/observer (as below) and will abide by the same.

#### Responsibilities of the Guest/Observer

**Attending the YEC-4 meeting:** Guest/ observers are permitted to sit through the deliberation of the protocol, but will not take part in the decision making or voting. Guest/ observers who are attending the meeting for a specific protocol (participant representatives, ICs, PIs) will attend the meeting only during the discussion of the concerned protocol. The guest/observer will sign the attendance sheet for the meeting and the same will be included in the minutes of the meetings.

**Visiting the YEC-4 office:** Guest/ observers are permitted to visit the YEC-4 office only in the presence of the Secretariat/ Member-Secretary or other member of the YEC-4 after signing the log book. Guest observers are permitted to access any documents only after entering into the log book.

#### Interacting with YEC-4 members:

The guest observers will speak to or interview the YEC-4 members/Secretariat about the functioning of the YEC-4 and will not enquire about any individual protocol/ decision of the YEC-4

Thanking you,

Yours sincerely,

Signature with Name

**For office use only:** Verified that the guest/observer has no protocols tabled on the agenda for this YEC-4 meeting

Date:

YEC-4 Secretariat

**8. Glossary:**

EC: Ethics Committee

IC: Independent Consultant

CoI: Conflict of Interest

SOP: Standard Operating Procedure