

SOP Code: SOP 04/V1	Preparation of Standard Operating Procedures for Sri Manakula Vinayagar Nursing College Ethics Committee (SMVNC-EC)	Effective Date: 11.10.2023
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Title: The terms and reference of the Sri Manakula Vinayagar Nursing College Ethics Committee (SMVNC-EC)

The SMVN-EC is formed by the Chairman of SMVNC-EC (Principal, SMVNC) in accordance with the guidelines laid Biomedical Research on Human Participants by ICMR guidelines (Indian regulations, 2017) and relevant, National and International ethical guidelines.

- Appointment / relieving / acceptance of resignation of any member of the IEC would be the prerogative of the Chairman of SMVNC-EC on the recommendation of IEC.
- The appointment of the IEC member will be confirmed after receipt of their consent to abide by the Good Clinical Practice (GCP) guidelines and maintenance of confidentiality.
- The Chairman of SMVNC-EC, will appoint co-ordinating staff for IEC. They will be supervised by the Member Secretary.
- The SMVNC-EC, will be multidisciplinary and multi-sectorial in composition and will have 10-15 members from medical, non-medical, scientific and non-scientific areas. At least
- 50% of members will be non-affiliated to this institute. It will have representation that is varied in terms of gender, age and social background. The members representing medical scientist and clinicians should have post graduate qualification & adequate experience in their respective fields.
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The Composition shall be as Follows:

- Chairperson (from outside the institute)
- One Member Secretary (one of the members representing the institute as designated by the Chairman of SMVNC-EC)
- One or more faculty members of basic medical sciences
- One or more faculty members of Dept. of Nursing
- One or more clinicians



- One or more legal experts
- One or more independent philosopher or Sociologists or theologian
- One or more lay persons from community
- One or more Supporting Staff
- The IEC may appoint alternate members who can take part in the IEC activities in absence of regular members to maintain the quorum.
- The IEC may invite member(s) of specific patient groups or other special interest groups for an IEC meeting (if required, based on the requirement of research area, e.g. HIV AIDS, genetic disorders, stem cell research etc.) for eliciting their views.
- Such individuals will have to sign confidentiality agreement and declare in writing, conflicts of interest, if any prior to attending the meeting. They will attend the meeting in the capacity of 'Observer' and will not have right to vote.

References

1. Forum for Ethics Review Committees in India (FERCI). Standard Operating Procedures of Institutional Ethics Committee (cited 22nd October 2018). Available from: <http://www.ferci.org/sops/>
2. Ethical Guidelines for biomedical Research on Human Participants (2017). India Council of Medical Research. Available from: [http://www.icmr.nic.in/guidelines/ICMR Ethical Guidelines 2017.pdf](http://www.icmr.nic.in/guidelines/ICMR%20Ethical%20Guidelines%202017.pdf)

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