



De La Salle Medical and Health Sciences Institute
Dasmariñas, Cavite 4114

INDEPENDENT ETHICS COMMITTEE

Cavite (046) 481-8000/ Manila (02) 988-3100 Local 8042

DLSMHSI-IEC Form 1A7/V1/2019
Standard Operating Procedures
Effective Date: November 2019

LETTER OF APPOINTMENT OF SAE SUBCOMMITTEE MEMBER

Dear

I have the honor to appoint you as a Member of Serious Adverse Events (SAE) Subcommittee of the De La Salle Medical and Health Sciences Institute – Independent Ethics Committee (DLSMHSI-IEC) for a Period of three (3) years, effective _____ until _____. As a SAE Subcommittee member, you will have the following roles and responsibilities:

- The IEC Secretariat provides on-site and off-site adverse events, serious adverse events and suspected unexpected serious adverse reaction (SUSAR) reports to the concerned SAE Subcommittee member for review, after the latter has signed the confidentiality and conflict of interest agreement.
- The on-site AE, SAE and SUSAR reports are reviewed regularly and the recommendation are consolidated for reporting in the next IEC board meeting.
- The off-site AE, SAE and SUSAR reports are to be analyzed as trends and reported to the IEC committee board meeting twice a year.

If you agree with the terms of this appointment, please sign on the space provided below, dated your signature, and return one copy of this letter to the DLSMHSI-IEC Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Respectfully yours,

Vice Chancellor for Research Division

Conforme:

(Signature over Printed Name/Date)

SAE Subcommittee Member, DLSMHSI-Independent Ethics Committee