



Member, IEC

Re: Site Visit Team Membership

Dear

I am pleased to inform you of your appointment as **MEMBER** of the IEC-Site Visit Team that is responsible for ensuring, through a study file and site profile review, the safety of study participants and adherence to specifications of the approved protocol and related documents.

As an IEC Site Visit Team Member, your responsibilities include, but not limited to the following:

1. Completing the Site Visit Report Form (Form 3G/V1/2012)
2. Ensuring that the investigators and study staff have adequate knowledge about the intervention under study
3. Confirming that only eligible participants are being/have been enrolled
4. Observing the informed consent process, if possible
5. Verifying that investigators and study staff are performing study-related tasks, and have not delegated these to unauthorized individuals
6. Collecting views of study participants, if possible
7. Discussing own findings with the Site Visit Team

The Protocol and Site Visit details are as follows:

	IEC Protocol Tracking No
<i>Study Protocol No.</i>	<i>Protocol Approval Date: <dd/mm/yy></i>
<i>Study Initiation Date: <dd/mm/yy></i>	<i>Expected End Date: <dd/mm/yy></i>
<i>Title:</i>	<i>Version Number, Date</i>
<i>Name of Principal Investigator</i>	<i>Contact Nos.:</i>
<i>Sponsor/CRO</i>	
STUDY SITE	<i>Address</i>
<i>Date of Visit <dd/mm/yy></i>	<i>Time of Visit <hh:mm></i>



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 4L/V1/2012
Standard Operating Procedures
Effective Date: October 2012

Should you have any question or need further clarification/information, please feel free to contact the undersigned at (046) 481-8000 local 8042.

Thank you for your continued assistance and support.

Truly yours,

Chairman, DLSMHSI Independent Ethics Committee

CONFORME OF SITE VISIT TEAM MEMBER:

Signature Over Printed Name

Date