



Philippine Children's Medical Center
Institutional Research – Ethics Committee (IR-EC)
**SOP 7.0 Facilitating Compensation of IR-EC Members,
and Independent Consultants**

Effective Date:
JUN 25 2021

PCMC IR-EC SOP 7.0: Facilitating Compensation of IR-EC Members and Independent Consultants

Supersedes:	PCMC IRB-EC SOP 01.0, V. 3.0
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Effective Date:	
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7.0 FACILITATING COMPENSATION OF IR-EC MEMBERS AND INDEPENDENT CONSULTANTS

7.1 Policy Statement

The IR-EC Members and Independent Consultants shall receive fair, appropriate, and timely compensation for services rendered.

7.2 Purpose of the Activity

To ensure that all the IR-EC Members and Independent Consultants are compensated reasonably and on time.

7.3 Scope

This SOP includes the procedures for the training of the IR-EC Members that begins from requiring Basic Research Ethics Training (BRET) for all Members and Staff and ends with keeping track of Member and Staff participation in the initial and continuing ethics training and filing the documents in the Membership File.

7.4 Process Flow/Steps for Facilitating Compensation of the IR-EC Members and Independent Consultants

NO.	ACTIVITY	PERSON/S RESPONSIBLE
1	Recommendation of honorarium package for IR-EC Members and Independent Consultants	IR-EC Chair
2	Endorsement of honorarium package	Deputy Executive Director for Education, Training and Research Services
3	Approval of honorarium package	Executive Director
4	Acknowledgement of honorarium	IR-EC Member / Independent Consultant

7.5 Detailed Instructions

7.5.1 Recommendation of honorarium package for IR-EC Members and Independent Consultants

7.5.1.1 The Institution shall follow prevailing DOH guidelines for sources and uses of funds for RECs to provide honorarium for IR-EC Members and Independent Consultants for their work in the IR-EC.



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7.5.1.2 The Chair shall prepare recommendation of honorarium package for IR-EC Members and Independent Consultants following DOH guidelines for sources and uses of funds for RECs for endorsement to the Deputy Executive Director for Education, Training and Research Services.

7.5.2 Endorsement of honorarium package

7.5.2.1 The IR-EC Chair shall submit the recommendation for honorarium package to the Deputy Executive Director for Education, Training and Research Services for endorsement.

7.5.2.2 Upon endorsement, the Deputy Executive Director for Education, Training and Research Services shall transmit the recommendation to the Executive Director for approval.

7.5.3 Approval of honorarium package

7.5.3.1 The Executive Director shall approve the recommendation for honorarium package.

7.5.3.2 A medical center memorandum shall be issued by the Executive Director describing the approved honorarium package.

7.5.4 Acknowledgement of honorarium

7.5.4.1 The Secretariat shall prepare acknowledgement forms for the honorarium package of each IR-EC Member and Independent Consultant.

7.5.4.2 Each IR-EC Member and Independent Consultant sign the acknowledgement form upon receipt of his/her honorarium from the Institution.