



## NKTIREC FORM 1.1: LETTER OF APPOINTMENT AND TERMS OF REFERENCE

Date

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Dear \_\_\_\_\_

I have the honor to appoint you as Chair/Vice-Chair/Member-Secretary/Member/independent Consultant/ of the NKTIREC for a period of two years, effective \_\_\_\_\_ until \_\_\_\_\_.

As a Chair/Vice-Chair/Member-Secretary/Member/ Independent Consultant, you will have the following roles and responsibilities:

*For REC Chair (Items below are inserted; text in blue must be deleted when preparing the letter)*

- Preside over the REC meetings and is accountable to the **Executive Director**
- Prepare an annual report summarizing REC activities and decision outcomes to the **Executive Director**
- Ensure sufficient financial and administrative support for REC operations
- Represent the REC interests within the hospital administration
- Represent the REC to the outside world
- Invite Independent Consultants to provide special expertise to the REC on proposed research protocol

*For Vice-Chair (Items below are inserted; text in blue must be deleted when preparing the letter)*

- Preside over meetings in the absence of the Chair
- Oversee office management in the following:
  - Orient the Secretariat Staff on office management
  - Give training to the Secretariat Staff on office management
  - Monitor the activities of the REC office
- Perform other duties as designated by the Chair

*For Member-Secretary (Items below are inserted; text in blue must be deleted when preparing the letter)*

- Supervise the REC staff
- Decide which protocols may be expedited
- Assign primary reviewers
- Ensure good REC documentation
- Ensure overall REC compliance with good clinical practice

In addition to your responsibilities, as regular member of the REC Committee, you are also required to do the following: *(This sentence is deleted when preparing letter for Member)*



*For Member*

- Participate in the REC meetings
- Review, discuss and consider research proposals submitted for evaluation
- Review the progress reports and monitor ongoing studies as appropriate
- Participate in continuing education activities in research methodology and research ethics
- Check progress and final reports
- Maintain confidentiality of the documents and deliberations of REC meetings
- Declare any conflict of interest;

*For Independent Consultants (Items below are inserted; text in blue must be deleted when preparing the letter)*

- When called upon, review assigned protocols that concern your specialty
- Complete the evaluation forms and submit the results of review to the Secretariat
- Attend the REC review meeting if/when invited, present your assessment and participate in deliberations on assigned protocol but without the right to vote

You may be sponsored by the NKTi for training on research related workshops subject to approval by the Executive Director.

Your attendance in Board meetings and other specified meetings subject for approval will entitle you to receive an honorarium of (amount).

If you agree with the terms of this appointment, please sign on the space provided below, date your signature, and return one copy of this letter to the NKTi REC Secretariat. Sign, date and submit your latest curriculum vitae and accomplish NKTIREC FORM 1.2: CURRICULUM VITAE and a copy of the Confidentiality and Conflict of Interest Agreement (NKTIREC FORM 1.3: CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENT).

Very truly yours,

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**Executive Director**  
National Kidney and Transplant Institute

Conformè:

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(Print name and sign)

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Date