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DIVINE WORD HOSPITAL
RESEARCH COMMITTEE MANUAL

I. OBJECTIVE

This manual intends to declare the standard operating procedures of the Research Committee of Divine Word Hospital.

II. SCOPE

The manual of the Research Committee applies to all active and visiting consultants of Divine Word Hospital, all its residents in training and all its employees with regards to the internal and external research outputs and collaborations under the name and jurisdictions of Divine Word Hospital.

III. POLICIES

A. Mission

The Divine Word Hospital Research Committee (DWH ResCom) is created to provide an efficient Research Management System for its members and to inculcate a culture of medical research environment as an integral component of healthcare delivery, and to provide efficient growth on matters of research while ensuring sustainability of all its members.

B. Vision

To be a leading health institution in REGION 8, which sets global standards among healthcare providers by providing stimulus, advice, and incentives for research development and publication.

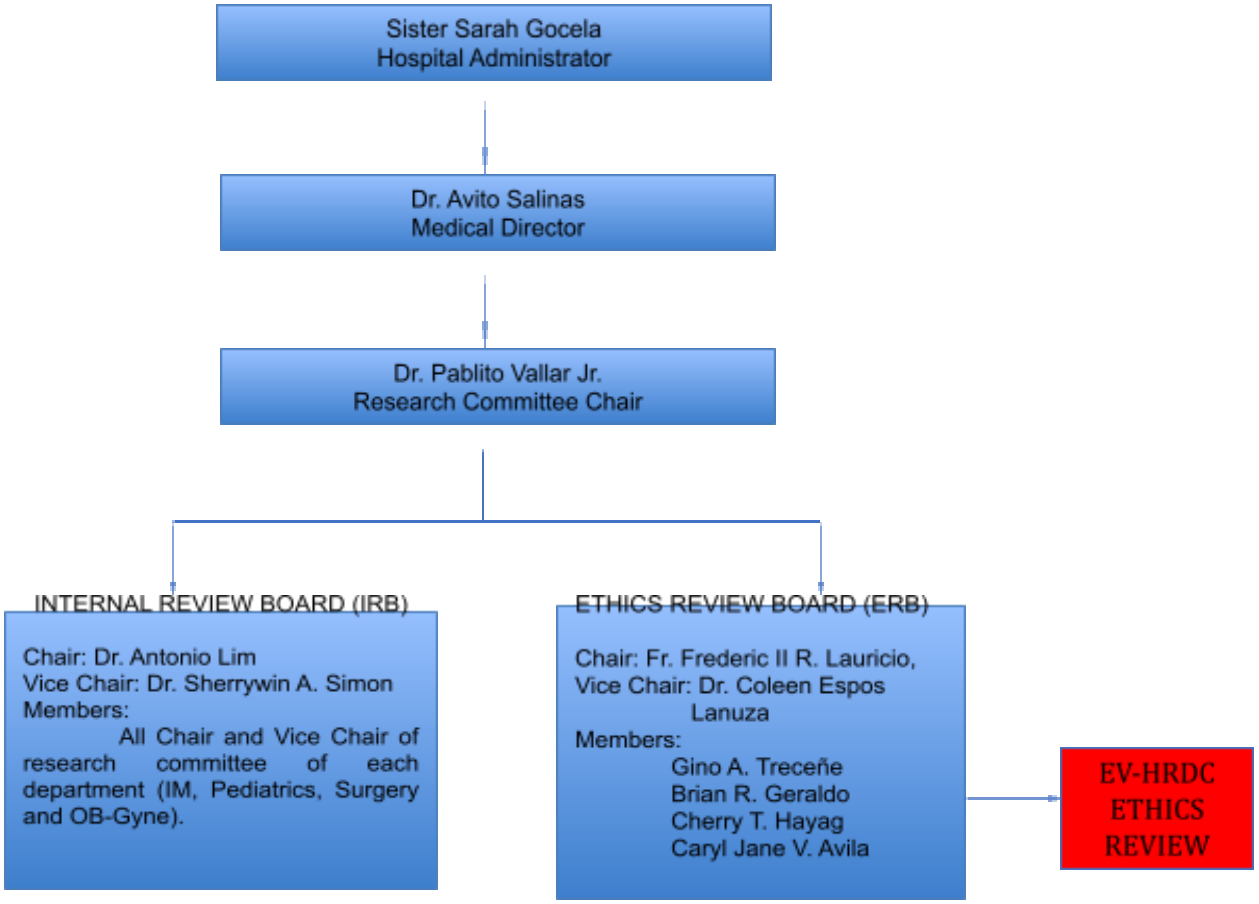
C. Functions

The primary functions of the Research Committee are the following:

1. To be the receiving office of all research outputs (Case Reports or Case Series, Research Proposals, Final Research) submitted by all Consultants, Residents or any employee of the hospital.
    a. The Internal Review Board (IRB) will evaluate and review all research outputs and upon approval, present it to the Ethics Review Board for ethical clearance.
    b. Monitor the progress of their research up to submission of their final output.

2. To create programs that will assist the members in achieving their goals:
    a. Assist its members in submitting their research outputs for application of research grants, joining research contests, and for publication on any reputable journals (local or international).
    b. Conduct workshops and lectures about Evidence-Based Medicine and Methods of Research and related topics.
    c. Organize inter-departmental research contests.
3. Archive all research outputs of each Department.

D. ORGANIZATIONAL CHART OF THE DWH RESEARCH COMMITTEE (DWH ResCom)



1. **Membership Composition:**

a. Research Committee Chair– appointed by the Hospital Administrator.

Functions:

- To promote/create a conducive environment for research endeavors of Residents and Consultants.
- To provide resources and opportunities for Residents, Consultants and Hospital Employees in the conduct of Research.
- To review all Research proposals and completed research papers of Residents submitted to the Committee.
- Organize and facilitate all Interdepartmental Research related activities (i.e. workshops, lectures and annual research fora.)
- Monitor implementations of Research related activities in the hospital and publications of researches.

b. Internal Review Board (IRB) Chair - appointed by the Hospital Administrator.

Functions:

- Facilitates and presides over the regular meetings of each members and schedule of presentations of research output for technical review.
- Organize and schedule lectures for research.
- Facilitate inter-departmental Research contest.

c. Internal review Board (IRB) Vice-Chair – chosen by all the members of the IRB.

Functions:

- Helps and perform duties of Chair of the performance of his function.
- Perform tasks assigned by Chair.
- Participate in the review of Research proposals and other related reports when requested.

d. IRB members - at least 10 members, appointed by the Hospital Administrator coming from all Hospital departments chair and vice-chair of their respective research committee.

Functions:

- Participate the regular meetings of the committee and must be present (50%+ 1) during each technical review of Research outputs.
- Participate in the review of Research proposals and other related reports.
- Participate in the after-review activities, e.g., continuing review, site visits, etc.
- Maintain confidentiality of the documents and deliberations of the regular meetings.
- Participates lectures for Research.
- Participate in facilitating the Interdepartmental research contest.

e. Ethics Review Board (ERB) Chair – appointed by the Hospital Administrator.

Functions:

- Represent the ERB in internal and external meetings and conferences.
- Preside over ERB Meeting.
- Oversee review of protocols.
- Assign Primary Reviewers of protocols based on expertise and experience.
- Supervise development and revisions of SOPs.
- Prepare and submit annual budget of the ERB.
- Prepare and submit annual report of the ERB to the office of the Institutional Authority and to PHREB.

f. Ethics Review Board (ERB) Vice-Chair – chosen by all the members of the ERB.

Functions:

- Perform duties of Chair in his/her absence.
- Perform tasks assigned by Chair .
- Participate in the review of research proposals and other related reports when requested.

g. ERB members-at least 10 members, appointed by the Hospital Administrator coming from all departments and lay person not affiliated with the hospital.

Functions:

- Attend ERB meetings consistently.
- Participate in the ethical review of research proposals and other related reports. The non-scientific member shall give special attention to the Informed Consent Form and process to ensure that these are comprehensible by ordinary persons and are considerate of community values.
- Participate in the after-review activities, e.g., continuing review, site visits, etc.
- Declare any conflict of interest (COI) in the review of research proposals.
- Maintain confidentiality of the documents and deliberations of the REC meetings.
- Attend continuing ethics education and other related activities.

h. Secretary – schedules all meetings of the committee. Facilitates and documents all activities of the committee. Archives all research outputs submitted to the office.

E. DWH ResCom SUB-COMMITTEES

1. Sub-committee on Internal Review Board (IRB)

a. Objective: To improve the quality and quantity of research outputs of the Institution through:

- Technical review of the research outputs. Evaluate them, provide critique and give recommendations as necessary.
- Monitor the approved research proposals in the conduct of their research.
- Provide series of lectures/workshops for methods of research and related topics.
- Organize research contests.

b. Course Program:

- The technical review of research proposals will be done every quarter of the year (March, June, September, December) and every 3rd Thursday of that quarter; while for final research will be done every quarter and every 3rd Friday of that quarter. Authors of research outputs must submit their work 2 weeks prior to the date of review. If

cannot comply with the deadline, the research output will be evaluated on the next quarter. Two hard copies must be submitted and must follow the format provided by the committee. (see Appendix 1- Format)

- If the research proposal will be approved, the paper will be submitted to the Ethics Review Board (ERB) for ethics clearance. The authors may now start data gathering and other methods. The authors should submit progress report on the conduct of their research every month.

- If the final research paper will be approved, the authors will submit one final copy within a month to the committee for archiving.

- If a research output will not be approved on the first review, the authors will be given one month for the revisions and will be scheduled for another review accordingly.

- Monthly lectures/workshops will be conducted to enhance the knowledge of researchers in the conduct of their research. (see Appendix 2- List of Lectures)

- Every December, an inter-departmental research contest will be conducted. Two categories will be done, one for Case reports and one for Final Research. (see Appendix C – Guidelines)

2. Sub-Committee on Ethics Review Board (ERB)

a. Objective: To review the scientific merit and ethical acceptability of the research involving human participants through:

- Ensure that the proposed research is responsive to the priorities and health needs of Region 8 and that it meets the requisite ethical standards.
- Issue the ethical approval required for the implementation of any research it has reviewed and approved.
- Promote research integrity by identifying and resolving conflicts of interest.
- Establish appropriate mechanisms in all stages of the research.
- Ensure the safety, protect the rights, and promote the welfare and well-being of research participants.
- Ensure prompt reporting of changes in the protocol and unanticipated problems.
- Ensure proper documentation of and adherence to the confidentiality rule and policy on informed consent.
- Monitor the progress of ongoing research.

b. Course Program:

- The Ethics Review Board shall meet to evaluate and give ethical approval one week after the initial submission of the approved research proposal or Final Paper from the Internal Review Board.
- A quorum is declared using the 50%+1 rule of all its members.
- The members will first identify if the research output is for expedite or full review.
- An ethical clearance letter will be submitted to the authors if approved including its recommendations, thereafter. If not approved, the authors will also be notified and will also be given one month for resubmissions for the revisions. The authors may appeal to body if not approved.
- During the conduct of the study, the authors shall also submit a monthly progress report.
- Members of the ERB undergoes initial and continuing training on ethics and science and biomedical and other relevant capability building activities.
- Policies and Procedures for the conduct of duties and responsibilities of ERB are written on a separate handbook (Ethics Review Board Handbook).

The ERB is still on the process of formulating its handbook, some members are still undergoing training and applying for accreditation to PHREB. For the time being, all approved research outputs from Internal Review Board must be submitted to DOST-EV-HRDC for ethical clearance.

F. Submission to EVHRDC for Ethical Clearance

List of requirements for submission:

1. Letter on intent addressed to the EVHRDC ERC Chair, Dr. Jane Borrinaga
2. Internal Review Board Endorsement.
3. Form 5.1 Protocol package checklist.
4. Form 5.2 Application for Initial Protocol Review.
5. Form 5.3 Protocol Summary.
6. Form 5.4 Non-Disclosure Agreement.
7. Research Proposal.

Three (3) hard copies of the research proposal together with a soft copy must be submitted. Cut-off date to submit proposals for review is every 15th of the month. The protocol will be reviewed on the last Tuesday of the month (Expedited Review) or 2nd Friday of every month (Full Board Review).

See Appendix 4 for Forms 5.1-5.4.

IV. OFFICE SCHEDULE

The DWH Rescom office is located at 3rd floor Old building. Office hours is from 8am-12noon and 1pm to 5pm from Monday to Friday. Submission of research outputs and any other related concerns will be at our office thru our Secretary Ms. Misalie Majait cell# 0963-243-2642.

V. USE OF HOSPITAL FACILITIES FOR THE CONDUCT OF RESEARCH

Laboratory and Diagnostic facilities if needed by the research can be availed with certain discounts appropriated by the hospital administrator.

Requirements to be submitted to avail discount:

1. Approved Research Proposal.
2. List of laboratory and / or diagnostic facilities to be availed.
3. Letter of Recommendation from the Chair of the Department where the authors belong.
4. Letter of Recommendation from the Chair of DWH ResCom.

VI. RESEARCH GRANTS

Research grants may be given to certain research outputs for the conduct of their research, presentation of their research outputs local and abroad, and research publication. The grant amount and coverage will be determined by the hospital administrator.

Requirements to be submitted to avail research grants:

1. Approved Research Proposal.
2. Letter of request from the author on what purpose is the Research grant for.
3. Awards/Recognition attained by the research if there is any.
4. Letter of Recommendation from the Chair of the Department where the authors belong.
5. Letter of Recommendation from the Chair of DWH ResCom.

VII. RECOMMENDED RESEARCH THEMES

In line with the National Unified Health Research Agenda (NHURA) guidelines for Research priority for 2023-2028 the following research themes are recommended:

1. Disease Management- The study and implementation of strategies to prevent, diagnose, manage, an treat diseases particularly chronic and communicable diseases.
2. Health Security, Emergency, and Disaster Risk Management – The study and implementation of strategies to prepare for, respond to, and recover from health emergencies an disasters. This applies the concept of One Health, which is a focus on crises that may originate in the interface between humans , animals an the environments in which they interact.
3. Health Technology and Innovations- The development and application of innovative solution to health challenges.
4. Health of Vulnerable Population- Research for the benefit of populations that are underserved due to factors such as socio-economic statues, geographical location, gender, race, ethnicity, age, or disability towards reduction of disparities and equitable health opportunities.
5. Health Promotion – Empowering individuals an communities to manage their health through education, the creation of health-supportive environments, an organization of societal actions for health promotion and protection.
6. Health Systems Strengthening Towards Universal Health Care – Understanding an Improving Health Systems, policies, finance, human resource, information system, access to medicines and evaluation of the hospitals Health systems all aimed at achieving Universal Health Care.
7. Maternal, Newborn and Child Health - The health and wellbeing of mothers, children, and adolescents.
8. Mental health- The prevalence, treatment, rehabilitation/management of mental health conditions of consultants, residents and all employees of the hospital.
9. Nutrition and Food Security – Ensuring that all individuals have access to sufficient, safe, an nutritious food to maintain a healthy and active life.
10. Sexual and Reproductive health – Ensuring that all individuals can have a satisfying an safe sex life, the capability to reproduce and the freedom to decide if, when and how to do so.

VIII. APPENDIX

Appendix 1 – Research Format

For the purpose of unity and consistency, all Research Proposals submitted to the committee should have the following format:

Paper Size: 8 ½” by 11”, presented in Portrait format

1. Title Page- contains a formatted structure having:
    - Title of Research, centered
    - Full Names of Authors and their Department
2. Abstract- one paragraph of 200 – 250 words containing the main objective of the research, background, and methodology printed on one page, Times New Roman, font size 12.
3. Introduction/Background/Review of Related Literature (citations should use the Author, Year format)

From here until the last chapter, Times New Roman, font size 11, margins – left side 1.5";top, down and right sides, 1.0

4. Significance of the Study
5. Conceptual Framework
6. Objectives
    - General Objective
    - Specific Objective
7. Methodology
    a. Research Design
    b. Participants (Inclusion and Exclusion Criteria)
    c. Research Locale
    d. Sample Size estimate and procedure
    e. Data Collection process
    f. Plan of Data Analysis
    g. Dummy tables
8. Estimated Budget
9. Definition of Terms
10. List of References
11. Appendices (as applicable):
    - Letter of Approval/ Authorization to conduct study from site (e.g. school/ office/ barangay, etc.)
    - Informed Consent Form
    - Data Collection Form
    - Curriculum Vitae of Project Leader
    - Good Clinical Practice Certificate of Project Leader
    - Letter of Endorsement from Department Head/ Chairperson

For Final Paper follow format from number 1-9 in past tense. Abstract should include results and conclusion. Exclude Dummy tables on Methodology. Use same Times New Roman, font 11. Then followed by:

11. Results
12. Discussions
13. Conclusions
14. Recommendations
15. List of References
11. Appendices (as applicable):
    - Letter of Approval/ Authorization to conduct study from site (e.g. school/ office/ barangay, etc.)
    - Informed Consent Form
    - Data Collection Form
    - Curriculum Vitae of Project Leader
    - Good Clinical Practice Certificate of Project Leader
    - Letter of Endorsement from Department Head/ Chairperson

Appendix 2 – List of Lectures/Workshops for the year 2024

Lectures will be every 3rd Friday of the month, from 3pm to 5pm and will be held at SB hall, otherwise specified.

Month	Topic	Lecturer
January	Evidence Based Medicine, Literature Search Workshop, NHURA guidelines for Research Themes	Dr. Pablito Vallar
February	Introduction to Research Format, How to Make a Case Report	Dr. Pablito Vallar
March	Workshop on Research Question; How to Construct Background and Review of Related Literature	
April	How to Develop Conceptual Framework	
May	Research Design	
June	Workshop on Research Statistics	Dr. Sheila Tante
July	Workshop on how to present Results thru Charts, Tables and Graphs	
August	Writing the Discussion	
September	Text Citations, References and ICJME guidelines for publication	
October	Workshop on Meta-analysis	
November	Workshop on how to present your paper	

Appendix 3- Guidelines for Research Contest

Divine Word Hospital Research Committee will be hosting its annual Research Contest every first week of December, and will be held at Divine Word Hospital SB Hall 4th floor.

a. This contest has two categories: 1. Case Report and 2. Final Paper

b. All Consultants, Residents and Employees of Divine Word Hospital are invited to submit their research outputs (Case Reports and Final Paper), 4 copies each , to the committee for review and judging on or before 2nd week of November.

c. During the day of the research contest, all presenters who submitted their output will be given 5-10 minutes of power-point slide presentation and will be asked by the judges for some clarifications thereafter.

d. All research outputs will be judged accordingly using the following criteria:

CRITERIA FOR JUDGING (CASE REPORTS)

1. Clarity of Report- Overall clarity and conciseness (20%)

2. Importance of the Case- Authors statement regarding rarity of the disease, uniqueness of its presentation, and importance in clinical practice (30%)
3. Volume of Work- Completeness of work-up , documentation and follow-up (40%)
4. Audience Impact (10%)

CRITERIA FOR JUDGING (FINAL PAPER)

1. Clarity of Research Question and its Objectives (10%)
2. Importance of the Study (15%)- Statement of prevalence of condition being studied, and impact on patients' lives. Discussion of previous studies and their quality.
3. Study Design (30%) - Statement of general design, study maneuvers and scope of work
4. Analysis (20%) - Appropriateness and completeness of descriptive statistics used as well as statistical tests employed.
5. Conclusions (20%) - Clarity and appropriateness based on results.
6. Audience Impact (5%)

Appendix 4- EVHRDC Forms

Form 5.1 Protocol Package Checklist

Eastern Visayas Health Research and Development Consortium - Ethics Review Committee

PROTOCOL PACKAGE CHECKLIST

PROTOCOL TITLE:
_____
_____

PROTOCOL CODE: _____
PRIMARY INVESTIGATOR: _____
Date of Submission: _____

Basic Documents (ALL must be submitted)

- ☐ Form 5.1 Protocol Package Checklist
- ☐ Form 5.2 Application for Initial Protocol Review
- ☐ Form 5.3 Protocol Summary
- ☐ Form 5.4 Non-disclosure Agreement (Principal Investigator)
- ☐ Application for Review – Request Letter addressed to the ERC Chair
- ☐ Study Protocol
    - ☐ Title
    - ☐ Significance of the study
    - ☐ Literature Review
    - ☐ Project Duration
    - ☐ Objectives of the study
    - ☐ Methodology & Procedures
    - ☐ Description of the study population
    - ☐ Exclusion/inclusion criteria
    - ☐ Data analysis
    - ☐ Dummy tables
    - ☐ Work Plan Schedule (Gantt chart for schedule of activities)
    - ☐ Ethical considerations (which include, but not limited to)
        - ☐ Disclosure of Conflict of Interest
        - ☐ Confidentiality and Data Protection Plan (in compliance with Data Privacy Act)
        - ☐ Vulnerability Issues
        - ☐ Risk/Benefit Statement
        - ☐ Mitigation of Risk
        - ☐ Research Dissemination Plan
- ☐ Schematic Diagram/Conceptual Framework
- ☐ Study Protocol Budget/Line-Item Budget
- ☐ Supplementary Documents (if applicable)
    - ☐Questionnaire
    - ☐Data Collection Forms
    - ☐Product Brochure/Basic Product Information Document (for Phase IV clinical trials)
    - ☐ Permit/s for Special Population (please specify)

      _____

☐ Informed Consent Forms *(preferably using the WHO template with a statement that EVHRDC-ERC reviewed the protocol and includes its contact information for possible queries and complaints from the participants (053 888-4203)*

☐English ☐ Vernacular ☐Others

☐ Assent Form (if applicable)

☐English ☐ Vernacular ☐Others

☐ Technical Review Certificate

☐ Curriculum Vitae for all members of the Study Team

☐ Proof of Payment of Initial Review Fee, if applicable

☐ Three (3) hardcopies of the study protocol

Study Specific Documents (submit as needed particularly for externally originated studies and sponsored studies)

☐ Recruitment advertisements (as needed by the study protocol)

☐ Other information or documents for participants (such as diaries, etc.)

☐ Material Transfer Agreement (for any research involving transfer of biological specimens)

☐ Memorandum of Agreement (for collaborative studies)

☐ Previous ethical review approvals/clearances (for students/personnel of foreign universities researching in the Philippines or those with prior ethical review)

☐ National Commission for Indigenous People (NCIP) Clearance (for studies with indigenous populations; can be processed while ERC review is ongoing)

☐ Contracts and/or Approval of relevant offices / regulatory authorities (Written review agreement / Authorization and Acknowledgement of review)

WHO Templates for Informed Consent and Assent Forms (use as Guide only)

☐ WHO TEMPLATE: Informed Consent form in English and Local language (for studies involving adult human participants) (Use as Guide : WHO Form ICF-1)

☐ WHO TEMPLATE: Informed Consent form for Co-signature in English and Local language (for studies involving minors ages more than or equal to 15 years up to less than 18 years of age and relevant populations deemed incompetent to execute decision and signing of informed consent form) (Use as Guide : WHO Form ICF-1)

☐ WHO TEMPLATE: Assent form in English and Local language (for studies involving minors less than or equal to 12-15 years of age and relevant populations deemed incompetent to sign an informed consent form(Use as Guide : WHO Form ICF-2)

☐ WHO TEMPLATE: Informed Consent for Qualitative Studies -research interventions that use questionnaires, in-depth interviews or focus group discussions (Use as Guide : WHO Form ICF-3)

☐ WHO TEMPLATE: Informed Parental Consent for Research Involving Children (Qualitative Studies) (Use as Guide : WHO Form ICF-4)
☐ WHO TEMPLATE: informed Consent for Storage and Future Use of Unused Sample (Use as Guide : WHO Form ICF-5)

Name:_____ Date Submitted: _____

Signature: _____

Form 5.2 Application for Initial Protocol Review

Eastern Visayas Health Research and Development Consortium - Ethics Review Committee

APPLICATION FOR INITIAL PROTOCOL REVIEW

Sponsor Protocol Number		**ERC Protocol Number:**			
		Submission Date:			
Protocol Title:					
Principal Investigator:					
Telephone Number:		**Mobile Number**		**Fax:**	
Email Address:		**Preferred Contact:**	☐ **Phone** ☐ **Fax** ☐ **Email**		
Institute:					
Sponsor:					
Conflict of Interest Declaration (Relationship with Sponsor)	**Are you a regular employee of the sponsor?** **Did you do consultancy or part-time work for the sponsor?** **In the past year, did you receive any monetary remuneration from the sponsor?** **Other ties with the sponsor**		☐ **Yes** ☐ **Yes** ☐ **Yes** ☐ **Yes**		☐ **No** ☐ **No** ☐ **No** ☐ **No**

Signature of Principal Investigator	
Verified Complete by : (ERC Staff)	
Classification of Review: (ERC Chair/Vice-Chair/ Member Secretary)	☐ **Full review** ☐ **Expedited** ☐ **Exempt from Review**
Assigned Primary Reviewers: (ERC Chair)	**Primary reviewer 1: _____** **Primary reviewer 2: _____**

Form 5.3 Protocol Summary

Eastern Visayas Health Research and Development Consortium - Ethics Review Committee

PROTOCOL SUMMARY

To be filled out by the principal investigator

ERC Protocol No:	Title

Principal Investigator	Sponsor

Rationale	

Objectives	

Study Design/ Methodology	
Inclusion Criteria *Also include type of participants to be recruited (indicate age group and gender)*	

Exclusion Criteria	

Data Analysis Plan	

Study Outcomes	

Ethical Consideration *Also Include Confidentiality and Data Protection Plan* *Research Dissemination Plan*	

Name: _____ Date Submitted: _____

Signature: _____

Form 5.4 Non-disclosure Agreement

Eastern Visayas Health Research and Development Consortium - Ethics Review Committee

NON-DISCLOSURE AGREEMENT

I, _____, all of legal age, Filipino, and resident of _____, hereby depose and say that:

WITNESSETH THAT

1. I am an (employee/student) of _____, having office at _____;

2. I am espousing a research proposal entitled: "_____" that includes the need to gather personal and medical information of certain population.

3. I hereby undertake to protect and make confidential such information;

4. I understand that Confidential Information means any information disclosed by or in possession of the data subject identified as confidential when first disclosed and provided in tangible form, or if disclosed orally summarized in writing, other than information that:

a. is or becomes generally available to the public other than as a result of disclosure by the data subject

b. is already known by or in our possession at the time of disclosure;

c. is obtained by us from a third party that has not breached any obligations of confidentiality.

5. Subject to exceptions stated below, I shall not disclose or use any information that I may have acquired other than for the purpose disclosed in the study and in compliance with the Data Privacy Act of 2021

6. I shall use reasonable care not to disclose to any third party information I may have known or acquired by reason of our research except those identified people who need to know the Confidential Information to carry out the research. Further, I shall not offer for sale, or otherwise disclose to any third party devices containing information gathered in the conduct of our research, unless otherwise permitted in writing by the data subject and subject to applicable laws.

7. The information subject of this agreement shall pertain to all data or information collated, transmitted to and transcribed reason of my research.

8. I undertake not to disclose any information obtained by reason of my research and the same shall continue to take effect notwithstanding the non-continuity of the research or the completion of the same. I shall destroy all copies, reproductions, summaries and notes of the contents of the personal information in accordance with the Data Privacy Policy after the lapse of the retention period;

9. I acknowledge and agree that disclosure, divulgence or unauthorized use of the Confidential Information could damage the data subject, therefore, has a strong interest in protecting the Confidential Information by all legal means.

10. In the event that I violate my obligations under this Agreement, I shall fully indemnify the data subject for all damages caused by such breach. Moreover, because money damages may not be a sufficient remedy for any breach of the foregoing covenants and agreements, the data subject shall be entitled to specific performance and injunctive and other equitable relief as a remedy for any such breach of this undertaking in addition to all monetary or other remedies available at law or in equity.

I fully understand the concepts regarding confidentiality and privacy of personal information. In addition, I also know and agree that my failure to fulfil any of the agreements set forth in this undertaking and/or our violation of any terms of this undertaking shall result in our being subject to appropriate legal actions.

_____

(Name and signature) / (Date)