

<i>Session Title</i>	Practical Training for REC Members and Staff
<i>Date and Time</i>	August 11, 2021 / 8:30AM - 5:30PM
<i>Session Manager/s</i>	MS. MARIE JEANNE BERROYA Senior Science Research Specialist, DOST-PCHRD
<i>Session Description/Objectives Expected Outputs/Outcomes</i>	<p>The activity is a hands-on training that aims to enhance the understanding of members and staff of Level 1 and Level 2 RECs of their roles and responsibilities vis-à-vis the mandate, role and function of the REC and, thereby, perform their tasks effectively, diligently and efficiently. The whole day session shall provide the participants the opportunity to develop important skills in managing and supporting the operations of the REC. Aside from three (3) brief didactic inputs, there will be six (6) exercises designed to address the common problems in RECs identified by PHREB accreditors.</p> <p>The general objective of the training is to contribute to the development of functional RECs in the country by capacitating the REC chair, member secretary, and staff secretary towards the conduct of quality review. Specifically, the training will a) Revisit the role and functions of an REC, b) Describe the roles and responsibilities of the staff in the review process and in accreditation; b) Provide an opportunity to develop important skills in managing REC processes, e.g. checking complete document submission, coding of protocols, development and maintenance of logbooks and databases, organizing the protocol folder; preparing the agenda and draft of the minutes and c) be a venue for sharing of best practices and challenges experienced by REC.</p>
<i>Emcee</i>	<NAME> <Designation, Affiliation>

TIME	ACTIVITY	SPEAKERS
08:00 - 8:30	Registration	
08:30 - 8:45	Welcome Remarks	Dr. Leonardo D. De Castro PHREB
08:45 - 9:00	Orientation to the Workshop Signing of Confidentiality Agreement	Dr. Marita V.T. Reyes Member, PHREB-CSA
09:00 - 9:30	Lecturette: Overview of PHREB, REC and Staff Functions	Dr. Sonia E. Bongala Chair, PHREB-CSA
09:30 - 10:00	Lecturette: The Role of the Staff in the Review Process	Dr. Marita V.T. Reyes Member, PHREB-CSA
10:00 - 10:15	MORNING BREAK	
10:15 - 11:00	Exercise 1: Documentation of the Review Process How will you determine completeness of the submitted documents for Initial review?	Dr. Sonia E. Bongala Chair, PHREB-CSA
11:00 - 11:45	Exercise 2 A: Assigning the Protocol Code Where do you use the Protocol Code? What are the characteristics of a good Protocol Code? What code will you assign to a proposal, entitled "The effectiveness of Dengvaxia Vaccine among the elderly in an endemic community" by Dr. Juan dela Cruz of your institution, sponsored by XYZ Pharmaceutical Company submitted on August 14, 2019 as 9 th proposal received by the REC as of that date? Are there other information that you need to complete the code? Insights (Summary Slides)	Dr. Marita V.T. Reyes Member, PHREB-CSA

12:00 - 01:00	LUNCH BREAK	
01:00 -01:45	<p>Exercise 2 B: Designing and Maintenance of the Protocol Submission Logbook</p> <p>What are the uses of the protocol submission logbook?</p> <p>What information should be included in the logbook</p> <p>Insights (Summary Slides)</p>	<p>Dr. Marita V.T. Reyes Member, PHREB-CSA</p>
01:45 -02:30	<p>Exercise 3: Designing and Maintenance of the Protocol Database</p> <p>What are the uses of the protocol database?</p> <p>What information should be included in the protocol database?</p> <p>Insights (Summary Slides)</p>	<p>Dr. Sonia E. Bongala Chair, PHREB-CSA</p>
02:30 -03:00	<p>Exercise 4: Organizing the Protocol Folder (Group Work)</p> <p>Insights (Summary Slides)</p>	<p>Dr. Marita V.T. Reyes N Member, PHREB-CSA</p>
03:00 - 03:15	AFTERNOON BREAK	
03:15 - 04:00	<p>Lecturette: Management of Administrative Files and Communications : Membership Files, Agenda, Minutes of Meetings</p>	<p>Dr. Sonia E. Bongala Chair, PHREB-CSA</p>
04:00 – 05:00	<p>Exercise 5: Reviewing Sample Agenda and Sample Minutes</p> <p>Insights (Summary Slides)</p>	<p>Dr. Marita V.T. Reyes Member, PHREB-CSA</p>
05:00 - 05:15	Challenges and Issues	Participants
05:15 - 05:30	Closing	<p>Dr. Jaime C. Montoya PCHRD, Executive-Director</p>