


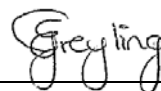
**Research Ethics Committee of the Faculty of Education (EduREC)**

**SOP\_EDUREC\_1.2**



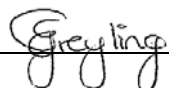
**STANDARD OPERATING PROCEDURE (SOP) FOR THE ESTABLISHMENT OF SOPS**

*Acknowledgment is given to documentation from the Education, Management, Humanities and Social Sciences Research Ethics Committee (EMHS-REC) and Health Research Ethics Committee (HREC) as used in the compilation of this SOP.*

**1. COMPILATION AND AUTHORISATION**

Action	Designated person	Signature	Date
Compiled by	Prof. JAK Olivier (EduREC chairperson)		2018/07/19
Checked by	Mrs Erna Greyling (committee administrator)		2018/07/19
	EduREC		2018/07/26
	Faculty of Education Research and Innovation Committee		2018/08/02

**2. DISTRIBUTION**

Department/Unit	Name	Signature	Date
Chairperson on behalf of EduREC	Prof. JAK Olivier		2018/08/03
Deputy Dean: Research and Innovation	Prof. Washington Dudu		2018/08/03
Faculty of Education	Mrs Erna Greyling		2018/08/03

**3. DOCUMENT HISTORY**

Version 1.1: 12 March 2018 – based on existing operating documentation as compiled by the Research Ethics Committee of the Faculty of Education (EduREC) and provided to members of the Faculty.

Version 1.2: 7 June 2018 – revisions made to align the SOP with the revised structure in the Faculty.

**4. PURPOSE OF THE SOP**

The purpose of this SOP is to provide a framework for the establishment of all SOPs within the Faculty of Education, Ethics Office relating to ethics matters, as well as for the Research Ethics Committee of the Faculty of Education (EduREC) further referred to as Research Ethics Committee (REC) in all associated documents. Important procedures and processes should be documented to ensure standard and uniform practices such that activities can be reproduced.

## 5. SCOPE

The scope of this document covers the establishment of all new SOPs for EduREC. It covers the responsibilities and procedure/s to be followed, the essential elements to be included, as well as a template to be used for the establishment of a SOP.

## 6. ABBREVIATIONS AND/OR DEFINITIONS

Abbreviation/definition	Description
SOP	Standard Operating Procedure
REC	Research Ethics Committee

## 7. RESPONSIBILITIES

All relevant administrative staff members and the REC members should be aware of the procedure to follow for the establishment of a SOP for research ethics within the Faculty of Education to ensure a standardised approach.

## 8. PROCEDURE/S

- 8.1. Should the need arise for the establishment of a new SOP for the REC, a request must be submitted to the Chairperson of the REC.
- 8.2. The Chairperson will review the request and authorise/decline the establishment of the SOP.
- 8.3. The decision of approval/disapproval will be communicated to the requestor via email.
- 8.4. On receipt of approval the requestor will then write the SOP in accordance to SOP\_EDUREC -Ethics\_1.1: SOP for the establishment of SOPs in the Faculty of Education Ethics Office and use the provided template.
- 8.5. SOPs are numbered by the Ethics Office using the following prefixes:
- 8.6. For SOPs for the Ethics Office - SOP\_EDUREC\_1.xvy
- 8.7. For SOPs for the Ethics Office administration – SOP\_EDURECAdmin\_5.xyz
- 8.8. For SOPs for the EDUREC-REC - SOP\_EDUREC-REC\_2.xvy
- 8.9. For SOPs for the Ethics Office administration - SOP\_EDURECAdmin\_4.xvy
- 8.10. The *approval process* for the various SOPs will differ:
- 8.11. When the first draft of the SOP has been written, the draft must be sent electronically to the Chairperson of the REC. The version number of this draft will be indicated as Draft X.
- 8.12. The SOP will be distributed according to the process indicated below.
- 8.13. If the SOP has greater relevance to the Faculty of Education as a whole, it is first discussed with the Chairperson of the REC, then discussed at the appropriate REC meeting/s and then taken to the Faculty Management Committee of the Faculty of Education. During this meeting a decision can be taken of whether the SOP should go to the Research and Innovation Committee and/or the Faculty Board for approval.
- 8.14. In the case of an SOP for the REC, it is first discussed with the Chairperson of the REC then at the appropriate REC meeting/s, followed by the same process of approval at the Faculty Management Committee where a decision can be taken of whether the SOP should go to the Research and Innovation Committee and/or the Faculty Board for approval.

- 8.15. Any changes will be sent to the Chairperson of the REC to implement with the requestor.
- 8.16. The SOP is finalized, approved and signed by all parties.
- 8.17. After approval, the SOP will be available from the REC.
- 8.18. A database of all SOPs are kept in the REC.
- 8.19. A record of all SOPs is kept in the REC.
- 8.20. SOPs are revised as indicated on the specific SOP, following the same process that was followed during its development.
- 8.21. SOPs must be adhered to stringently.

## **9. ESSENTIAL ELEMENTS TO BE INCLUDED**

- SOP identification:
  - Title
  - SOP no
  - Version no
  - Date of approval
  - Revision date
  - Page no
- Compilation and authorisation
- Distribution
- Document history
- Purpose of the SOP
- Scope
- Abbreviations and/or definitions
- Responsibilities
- Procedure/s to be followed
- Reference documents
- Addenda
- Any other elements essential to the specific SOP

## **10. REFERENCE DOCUMENTS**

None