







NWU-EMELTEN-REC



The Faculty of Health Sciences Ethics Office of the North-West University is acknowledged for the use of their document with minor adjustments made by the North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee (NWU-EMELTEN-REC).

ETHICS OFFICE		Standard Operating Procedure	
Title	The establishment of all new SOP's for the (NWU-EMELTEN-REO) and EMELTEN-REC		
SOP no	SOP_EMELTEN-Ethics_1.1	Version no	4
Date of approval	22 September 2017	Revision date	22 September 2021
Email address	Ethics-EMELTEN@nwu.ac.za	Page no	Page 1 to 6

1 COMPILATION AND AUTHORISATION

Action	Designated person	Signature	Date
Compiled by Prof Minrie Greeff and amended by Prof Lukas Meyer:	Prof Lukas Meyer		6 December 2016
Revised and Checked by:	NWU-EMELTEN-REO: Prof Lukas Meyer		1 December 2018 4 September 2019
Approved by:	NWU-EMELTEN-REC: Chair: Prof Lukas Meyer		9 March 2020
	Faculty Board: Faculty of Education Chair: Prof Lloyd Conley		15 April 2020
	SCRE Chair:		27 August 2020
Authorised by:	NWU-EMELTEN-REC Chair: Prof Lukas Meyer		28 August 2020

2 DISTRIBUTION

Department/Unit	Name	Signature	Date
Chairperson on behalf of NWU-EMELTEN-REC	Prof Lukas Meyer		28 August 2020
Deputy Dean: Research and Innovation			
NWU-EMELTEN-REC Administrator	Mrs Villera le Roux		31 August 2020

3 DOCUMENT HISTORY

Date	Version no	Reason for revision
6 December 2016	1	Compiling of SOP
7 May 2018	2	Changing old NWU Logo to new NWU Logo
1 December 2018	3	Changing committee's name EMHS-REC to NWU-EMELTEN-REC
4 September 2019	4	Revision of document

4 PURPOSE OF THE SOP

The purpose of this SOP is to provide a framework for the establishment of all SOPs within NWU-EMELTEN-REO relating to ethics matters, as well as for the NWU-EMELTEN-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 SOP's for the (NWU-EMELTEN-REO) and EMELTEN-REC. 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
NWU-EMELTEN-REC	North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee
NWU-EMELTEN-REO	North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Research Ethics Office

7 RESPONSIBILITIES

All staff members of the NWU-EMELTEN-REO and the NWU-EMELTEN-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 either the NWU-EMELTEN-REO or the NWU-EMELTEN-REC, a request must be submitted to the chairperson of the NWU-EMELTEN-REC
- 8.2 The chairperson reviews 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_EMELTEN-Ethics_1.1: SOP for the establishment of SOPs in the Faculty of Education's NWU-EMELTEN-REO** and use the provided template.
- 8.5 SOPs are numbered by the NWU-EMELTEN-REO using the following prefixes:
 - 8.5.1 For SOPs for the NWU-EMELTEN-REO -**SOP_EMELTEN-Ethics_1.xvy**
 - 8.5.2 For SOPs for the NWU-EMELTEN-REO administration – **SOP_EMELTEN-EthicsAdmin_3.xyz**
 - 8.5.3 For SOPs for the NWU-EMELTEN-REC - **SOP_EMELTEN-REC_2.xvy**
- 8.6 The *approval process* for the various SOPs will differ:
 - 8.6.1 When the first draft of the SOP has been written, the draft must be sent electronically to the chairperson of the NWU-EMELTEN-REC. The version number of this draft will be indicated as Draft X.
 - 8.6.2 The SOP will be distributed according to the process indicated below.
 - 8.6.3 In the case of SOPs for the NWU-EMELTEN-REO, it is first discussed with the chairperson of the NWU-EMELTEN-REC and then tabled at the next personnel meeting of the office where it can be approved.
 - 8.6.4 If the SOP has greater relevance to the Faculty of Education as a whole, it is first discussed with the chairperson the NWU-EMELTEN-REC, then discussed during a personnel meeting, then at the appropriate NWU-EMELTEN-REC meeting/s and then taken to the Faculty Management Committee (FMC) of the Faculty of Education. During the FMC a decision can be taken of whether the SOP should go to the Research Committee and/or the Faculty Board for approval.
 - 8.6.5 In the case of an SOP for the NWU-EMELTEN-REC, it is first discussed with the chairperson of the NWU-EMELTEN-REC then at the appropriate NWU-EMELTEN-REC meeting/s, followed by the same process of approval at FMC where a decision can be taken of whether the SOP should go to the Faculty Board and then to Senate for approval.
- 8.7 Any changes will be sent to the chairperson of the NWU-EMELTEN-REC to implement with the requestor.
- 8.8 The SOP is finalized, approved and signed by all parties.
- 8.9 The SOPs for general use and for the NWU-EMELTEN-REC are placed on Research Ethics Web pages of the Faculties of Education and a notice will be sent to all staff members in the respective faculties via the intranet.
- 8.10 After approval, the SOP will be placed on the Webpage of the NWU-EMELTEN-REO.
- 8.11 A database of all SOPs are kept in the NWU-EMELTEN-REO.
- 8.12 A record of all SOPs is kept in the NWU-EMELTEN-REO.
- 8.13 SOPs are revised as indicated on the specific SOP, following the same process that was followed during its development.
- 8.14 SOPs must be adhered to stringently.
- 8.15 When a SOP becomes redundant it should be withdrawn from the Faculty of Education's Webpage and widely communicated.

9 ESSENTIAL ELEMENTS TO BE INCLUDED

- SOP identification:

- Title
- SOP no
- Version no
- Date of approval
- Revision date
- Web address
- 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

11 ADDENDA

No	Document name
<u>1</u>	Template for the establishment of a SOP

ADDENDUM 1

The Faculty of Health Sciences Ethics Office of the North-West University is acknowledged for the use of their document with minor adjustments made by the North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Committee (NWU-EMELTEN-REC).

TEMPLATE FOR THE ESTABLISHMENT OF A SOP

The North-West University Education, Management and Economic Sciences, Law, Theology, Engineering and Natural Sciences Research Ethics Office (NWU-EMELTEN-REO)		Standard Operating Procedure	
Title	Template for the establishment of a SOP		
SOP no		Version no	
Date of approval		Revision date	
Email address		Page no	

1 COMPILATION AND AUTHORISATION

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