

The Role of the Ethics Committee Administrator



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Outline



- **Who is Ethics Committee Administrator?**
- **Requirement**
- **Role of ethics Administrator**
- **Ethical responsibilities**

Objective



- **To equip learners with the knowledge of the role of ethics administrator**

Message



- **Ethics administrator is the manager of ethics committee**

Who is Ethics Committee Administrator



- **A person responsible for the day-to-day management of an ethics committee**
- **Directly responsible to the Chairperson**

Requirements



- **Basic training in ethics**
- **Must be at management level**
- **Have strong background in research methodology**
- **Interested in working with ethics committee**

Role of Ethics Administrator



- **Administrative responsibility**
- **Prepares and circulate minutes of meetings**
- **Receives and process protocol**

Role of Ethics Administrator



- **Sort protocols by status**
 - Exempted review
 - Expedited review
 - Full committee review
- **Liaise btw researchers & ethics committees**

Role of Ethics Administrator



- **Communicates with researchers & committee members**
- **Serves as secretary to committee meetings**
- **Convey committee meetings at the instance of the Chairperson**

Ethical Responsibilities



- **Confidentiality**
- **Promptness**
- **Accessible**
- **Non-discriminatory**
- **Gender sensitive**
- **Effective communication**