

 MOUNT LEBANON HOSPITAL GHARIOS MEDICAL CENTER	<i>MEDICAL ADMINISTRATION</i>	CODE: MA-L-06		
	ETHICS AND RESEARCH COMMITTEE	<i>Date de mise en application</i>	<i>Edition</i>	<i>Page</i>
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Valid until 2023

Position	Function	Name	Signature
Chairman	Medical Director, General Manager Honorary President, MLH	Dr. Elie Gharios	
Vice Chairman	Gastroenterologist	Pr. Khalil Khoury	
General Secretary	Urologist	Dr. Ghazi Sakr	
Member	Attorney	Mr. Abdo Lahoud	
Member	Pulmonary and critical care specialist	Dr. Mirna Fares	
Member	Endocrinologist	Dr. Marie Merheb	
Member	Head Nurse	Mrs. Maria Haddad	
Member	Clinical Pharmacist	Dr. Patricia Shuhaiber	
Member	Psychologist	Ms. Carine Nassar	
Member	Physician from outside MLH	Dr. Céline Féghali	
Member	Community Member: Assistant Director at PHCCC (Primary Health Care Center Chiah)	Mrs. Jeanne D'arc Mattar	
Member	Community Member	Mrs. Yousra Hamadé	
Member	Community Member	Mr. Charbel Boustany	
Secretary	Customer Care Officer	Mrs. Roula Khawand	

Terms of reference:

1. Mission:

Mount Lebanon Hospital's ethics committee serves the entire hospital community by encouraging and supporting:

- Respectful dialogue
- Ethical reflection
- Critical analysis
- Standards of conduct

The Ethics committee has the authority to review, require modifications or disapprove research and monitor biomedical research, involving human subject.

The Ethics committee review serves an important role with protection of the rights and welfare of human research subject.

2. Members:

The committee membership is multidisciplinary. Some members will not be physicians and will include members from some of the following disciplines: nursing, social work, pastoral care, law, and clinical ethics. In view of specific situations, additional non-voting members shall be added to the committee.

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In addition, the committee members are designated in a way that they collectively have the qualifications and experience to review and evaluate the science, medical aspects and ethics in case of proposed trials.

The committee is valid for 4 years and includes:

- 5 physicians from the hospital
- A physician from outside the hospital
- 3 representatives from the community (At least one member whose primary area of interest is in a nonscientific area and least one member who is independent of the institution/trial site in case of trials)
- A social worker or psychologist
- A legal representative
- A clinical pharmacist
- A head nurse

The medical director will function as a chair of the committee. The members will designate a vice chair as well as a secretary, preferably from members who have served on the committee for at least one year.

3. Roles / duties:

A- Handbook:

Reviewing and amending the handbook as need be and adding section if the need arises

B- Education:

With the help of the hospital administration and various department and allied health professionals, the committee will embark on educating the hospital staff on clinical ethical issues in order to be able to address the complex ethical problems of contemporary hospitals.

C- Policy Review:

The committee will help the staff in establishing and developing policies and procedures regarding recurrent ethical issues and problems that arise in the care of patients. It might change, amend or establish policies in this regard.

D- Case Review:

An important role of the committee is to provide a forum for analysis of ethical questions which arise in the care of individual patients. This role is important in patients who cannot decide for themselves. The committee, with the help of the family and various people concerned with the care of this patient will provide support to the decision makers but the committee will not play the role of decision maker.

E- Research involving Human Subjects:

The committee will review all research activities involving the use of human subjects or any material derived or collected from human subjects, including photographs, images, data or medical records. It is the duty of the committee to send recommendations as result of this review to the medical director who will take the proper action. It is also the duty of this committee to continue reviewing any on-going research.

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4. Process of appointment of members:

Members are designated by the Board of Directors after consulting with the Head of Departments and the Medical Committee for 4 years, and that, for scientific and nonscientific as well as affiliated and non affiliated members.

5. Privileges and authority:

The medical Ethics Committee has the authority to approve, deny approval or stop a trial.

6. Funding:

Ethics Committee is funded by the clinical studies as per local benchmark. Payment to Ethics Committee is not related to or dependent upon a favorable decision.

7. Frequency of meetings:

The committee shall meet monthly on a regular basis during the first year of its establishment. When the guidelines are established, the committee shall meet in case of need for any specific case review at the demand of the chair. Agenda of the meeting will be developed by the chair and distributed a week prior to the meeting. Guests are allowed to attend all or part of the meeting at the discretion of the chair. Seven members constitute a quorum, and actions are taken by the vote of the majority of the members attending the meeting. In case of trials, only members who are independent of the investigator and the sponsor of the trial should vote/provide opinion on a trial-related matter.

Any three consecutive non justified absences are considered to constitute a resignation and a new member is designated to fill the vacancy.

Minutes of the meetings are kept in confidentiality and include summary of the reviews, discussions, or controversial issues, major concerns and recommendations and are signed by the members attending the meeting and distributed to the Ethics Committee members.

8. All documents related to Ethics Committee meetings are archived for at least 15 years in the Medical Administration.

EDITED BY	VERIFIED BY	APPROVED BY
Title: Ethics Committee General Secretary Name: Ghazi Sakr, MD	Title: Quality Director Name: Roula Zahar	Title: Medical Director, General Manager Honorary President, MLH Name: Elie Gharos, MD