



health  
MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA



# INDUCTION GUIDE FOR MPUMALANGA PROVINCIAL HEALTH RESEARCH AND ETHICS COMMITTEE (MPHREC)

REF: SOP/01/ 07/ 2023: MPHREC



## **Table of Contents**

**Page**

1. INTRODUCTION.....	1
2. PURPOSE .....	1
3. INDUCTION PROCESS .....	1
3.1 Initial Meeting with Chairperson and Secretariat .....	1
3.2 First MPHREC Meeting.....	2
3.3 Identified Training.....	2
3.4 Final Meeting to Complete Induction Process .....	2
4. INDUCTION CHECKLIST FOR NEW MPHREC MEMBERS .....	2
5. MPHREC ANNUAL ACTIVITY CALENDAR.....	4
6. INDUCTION SOP APPROVAL .....	6

## **1. INTRODUCTION**

Induction is an important process that gives new MPHREC members key information about the committee and what is expected of them. Following the confirmation of their appointment, new MPHREC member (s) will be invited to a meeting with the chairperson and the secretariat for an introduction in order to begin the induction process. New MPHREC members will be provided with information in the form of policies and procedures as per the induction checklist. Moreover, ethics training requirements identified during the initial review meeting will be provided. The induction program of new MPHREC lasts for a period of 6 months.

## **2. PURPOSE**

The purpose of this induction guide is to ensure that new MPHREC members receive comprehensive induction training, information and support when they join the Committee, in order to make a full contribution to the work of the Committee at the earliest.

## **3. INDUCTION PROCESS**

### **3.1 Initial Meeting with Chairperson and Secretariat**

- 3.1.1** On confirmation of their appointment, the new MPHREC member will be invited to a meeting with the chairperson and the secretariat to begin the 6 months induction process.
- 3.1.2** The main objective of this meeting is to welcome the new member, give an introduction to MPHREC arrangements, to discuss confidentiality in detail and to be given a New Committee Member Induction Pack, which includes essential reading matter relating to policies and procedures, activity calendar, and the Code of Conduct of the MPHREC.
- 3.1.3** Also, at this meeting any conflicts of interests will be flagged up and recorded in the formal register.

### **3.2 First MPHREC Meeting**

3.2.1 At their first MPHREC meeting, the new member will be formally welcomed by the Chairperson and introduced to other committee members and staff in attendance.

3.2.2 The new member will be formally offered mentoring/support from well-established MPHREC members, who will be available to answer any questions they may have.

3.2.3. At this meeting, a skills review will be carried out and a personal development plan agreed regarding ethics training.

### **3.3 Identified Training**

3.3.1 Any training requirements flagged up at the First MPHREC Meeting will be sourced and organised as required.

### **3.4 Final Meeting to Complete Induction Process**

3.4.1 After a period of approximately 6 months on the Committee, a final meeting will take place with the chairperson and the secretariat for last time to complete the induction process.

3.4.2 The personal development plan will be reviewed and rolled forward to the next year.

3.4.3 The support and mentoring arrangements will be reviewed and brought to a close, if applicable.

## **4. INDUCTION CHECKLIST FOR NEW MPHREC MEMBERS**

To be presented and explained to the new MPHREC member at the first meeting with the chairperson and the secretariat after joining and before the subsequent MPHREC meeting.

MPHREC Documents	x
MPHREC terms of reference	
MPHREC recent minutes of meetings	
MPHREC code of conduct	
MPHREC standard operating procedure (SOP)	
MPHREC research and ethics policy	
MPHREC Activity Calendar	
MPHREC conflict of interest SOP document	
MPHREC contact details for all committee members	





6. INDUCTION SOP APPROVAL

APPROVED / NOT APPROVED



DR LK NDHLOVU

HEAD: HEALTH

6/7/2023

DATE

Effective date 10/07/2023