



SIDCER-FERCAP Survey Form 07: Survey Team Assignments
Version 3.0, 30 April 2020

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|---------------------------------|--|
| EC Name | |
| City/State, Area/Country | |
| Survey Date | |

| Categories | Teams | | |
|---|---|---|--|
| | Group 1 | Group 2 | Group 3 |
| FERCAP Survey Coordinator | | | |
| FERCAP Surveyors | (Lead/Foreign/Local) | (Lead/Foreign/Local) | (Lead/Foreign/Local) |
| Surveyor Trainees | | | |
| Items to Review | Membership, Initial Review | Initial Review, Post-Approval Review Process & SAE Reporting | Initial Review, Documentation, and Archiving |
| SOPs | SOP codes/numbers: | SOP codes/numbers: | SOP codes/numbers: |
| | SOP codes/numbers: | | |
| Interviewees (Name, Time, Date) | Chair – | Member handling SAEs – | Secretary – |
| | Non-Medical Member – | Medical Member – | Staff – |
| Board Meeting (Venue, Time, Date) | | | |
| Protocols to Review Total Number of Protocols from ____ to ____: ____ Total Number to Review: ____ (exempt) + ____ (expedited) + ____ (full board) = ____ | Protocol codes/numbers: | Protocol codes/numbers: | Protocol codes/numbers: |
| Forms to Accomplish | 08: Office Visit [one per group], 10: SOP Review [one per group], 11: Full Board Meeting Observation [one per group]; 12: Protocol File Review [one per protocol], 13: Quality of Initial Review [one per group], 14: Quality of Continuing Review [one per group], 15: Interview [one per interviewee], | | |
| | 09: Membership File Review [one for the group] | 17: SAE Report Review [one per protocol; review at least six SAEs] | 16: Meeting Minutes [one for the group; review at least three (last three)] |