

SOP 1: The Establishment of SOPs for the SACAP REC

| The South African College of Applied Psychology Research Ethics Committee (SACAP REC) | |
|---------------------------------------------------------------------------------------|----------------------------------------------------|
| Title | SOP 1: The Establishment of SOPs for the SACAP REC |
| SOP No | SOP 1_SACAP REC_1.1 |
| Date of approval | January 2022 |
| Revision date | October 2021 |
| Pages | 3 |

1. COMPILATION AND AUTHORISATION

| Action | Designated person(s) | Date | Signature |
|-------------------------------|----------------------|-----------------|-------------|
| Compiled for SACAP by: | Dr Malesa Kgashane | 6 August 2021 | |
| Amended for SACAP by: | REC Office | 26 October 2021 | K. J. Young |
| Checked by: | Academic Manager | 4 November 2021 | C.E. Ford |
| Authorized by: | Academic Dean | 17 January 2022 | J.O. Lotter |

2. DOCUMENT HISTORY

| Date | Version no | Reason for revision |
|-------------|------------|-----------------------------|
| August 2021 | 1 | Development of the document |

3. ABBREVIATIONS AND DEFINITIONS

| Abbreviation | Definition |
|--------------|-----------------------------------------------------------|
| SACAP | The South African College of Applied Psychology (Pty) Ltd |
| SOP | Standard Operating Procedure(s) |

4. PURPOSE OF THE STANDARD OPERATION PROCEDURE(S) (SOP)

The purpose of this SOP is to provide a framework for the establishment of all SOPs for the SACAP REC, relating to ethical matters with respect to research proposals and/or projects for both degree and non-degree purposes. Important procedures and processes should be documented to ensure standard and uniform practices so that activities can be reproduced. SOPs should be regarded as living documents, to be reviewed, revised, and updated at regular intervals. SACAP REC members and researchers should ensure that they use the most recent versions of documents provided on MySACAP (<https://mysacap.sacap.edu.za/>).

5. SCOPE

The scope of this document covers the establishment of all new SOP's for the SACAP REC. It covers the responsibilities and procedure(s) to be followed, the essential elements to be included, as well as provides a template that can be used for the establishment of a SOP.

6. RESPONSIBILITIES

The Chair, Vice Chair and REC Administrator are well-versed in the procedure(s) to follow for the establishment of a SOP for research ethics for the SACAP REC. In this way, ensuring a standardised approach is implemented for all SOPs.

7. PROCEDURE(S)

- 7.1. Should the need arise for the establishment of a new SOP for the SACAP REC a request must be submitted to the Chair of the SACAP REC.
- 7.2. The Chair will review the request and authorise/decline the establishment of the SOP.
- 7.3. The decision of approval/disapproval will be communicated to the requestor via email.
- 7.4. On receipt of approval, the requestor will then write the SOP in accordance with *SOP 1: The Establishment of SOPs for the SACAP REC*.
- 7.5. The SACAP REC official SOP documents should be written using 'Calibri' font with a font size of 11, single line spacing.
- 7.6. When the first draft of the SOP has been written, the draft must be sent electronically to the Chair of SACAP REC for review. The version number of this draft will be indicated as Draft X.
- 7.7. The SOP will be distributed to the SACAP REC for review.
- 7.8. Any changes will be sent to the SACAP Chair to implement with the requestor to finalise the SOP.
- 7.9. Once the REC Chair has approved the SOP by signing the document, the SOP is sent to the Academic Head of the institution (Academic Dean) for approval and sign-off.
- 7.10. The SOP's are placed on MySACAP and a notice is sent to all SACAP REC members and staff to inform of the SOP's availability.
- 7.11. The SACAP REC Administrator keeps a database of all SOPs.
- 7.12. SOPs are revised as indicated on the date specified on the SOP, following the same process that was followed during its development.
- 7.13. SOPs must be adhered to stringently.
- 7.14. When a SOP becomes redundant, it should be withdrawn, documented on the SOP and then widely communicated.

8. ESSENTIAL ELEMENTS TO BE INCLUDED IN SOP

- 8.1. SOP identification:
 - 8.1.1. Title of SOP no.
 - 8.1.2. SOP no.

- 8.1.3. Version no.
- 8.1.4. Date of approval
- 8.1.5. Revision date
- 8.1.6. Web address (if available)
- 8.1.7. Number of pages
- 8.2. Compilation and authorisation
- 8.3. Document history
- 8.4. Abbreviations and/or definitions
- 8.5. Purpose of the SOP
- 8.6. Scope
- 8.7. Responsibilities
- 8.8. Procedure(s) to be followed
- 8.9. Reference documents
- 8.10. Agenda
- 8.11. Any other elements essential to the specific SOP

9. REFERENCE DOCUMENTS

- North West University, SOPs
- University of South Africa SOPs
- Department of Health. (2015). *Ethics in Health Research: Principles, Processes and Structures*.