


IRB-GM-25-001-00

Date: February 11, 2025

For: **All Quality Safety and Compliance Champions (QSCC)**

Cc: **All Line Heads, Division Head and Department Heads**

From: 
Saturnino P. Javier, M.D.
Medical Director & Interim Co-President & CEO

Subject: **Approved Hospital Policies and Procedures on the Conduct of Research Involving Patients and Hospital Staff as Research Subjects**

The Hospital Policies and Procedures (HPP) below was approved and uploaded in SharePoint. Kindly facilitate implementation and dissemination of the said HPP to your respective Division / Department / Unit and record the dissemination of the HPP in the department's minutes of the meeting.

Policy Title: [Conduct of Research Involving Patients and Hospital Staff as Research Subjects](#)
Policy Code: MMC-HPP-GLD-014 Rev. 02
Standard: JCI Standard
Effective Date: February 24, 2025

All Line Heads and Quality Safety and Compliance Champions must complete the Policy Acknowledgement. This will serve as proof that the HPP was read in full and was communicated and discussed by the Line Head with all officers and staff under his/her direct responsibility prior to the effective date of HPP.

Please complete the online Policy Acknowledgement ***on or before 21 February 2025 (Monday)***

Thank you.