



**Institutional Review Board of
The University of Hong Kong /
Hospital Authority Hong Kong West Cluster**



香港大學及醫院管理局港島西醫院聯網研究倫理委員會

Effective Date: 1 Aug 2024

HKU/HA HKW IRB

**GUIDANCE NOTES FOR THE PREPARATION OF AN
INVESTIGATOR'S SHORT CV**

Approved by:

Professor Albert Chan, Chairman, HKU /HA HKW IRB

Name / Title

Signature / Date

23.7.2024

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INVESTIGATOR'S SHORT CV

All investigators working within a clinical study must submit an up to date short curriculum vitae at the time of a HKU/HA HKW IRB submission.

According to the Helsinki Declaration "Biomedical research involving human subjects should be conducted only by scientifically qualified persons and under the supervision of a clinically competent medical person. The responsibility for the human subject must always rest with a medically qualified person and must never rest on the subject of the research, even though the subject has given his or her consent."

Details of the particular format should include information such as present position, education, experience, professional qualifications, courses attended, conferences attended, teaching experience, clinical trials involvement and academic output.

A template for the Investigators Short CV is given on the following page.

Investigator's Short CV

NAME

Present Position

Year Department and Institution Name
Title
address1
address2
address3
address4
Fax:
Tel:
E-Mail:

Education – undergraduate and postgraduate

Year Institutes
degree in which subject

Experience

Year Department and Institution Name
Title

Professional qualification

Year Association
Member

Courses – clinical research methodology / trial / GCP / etc (in the last 3 years)

Year Title of the Course
day/hour, Organization, Country

Conferences – clinical research methodology / trial / GCP / etc (in the last 3 years)

Year Title of the Conference
day/hour, Organization, Country, speaker/participant

Teaching – clinical research methodology / trial / GCP / etc (in the last 3 years)

Year Topic
hour, Organization, Country

Clinical trials involvement

Year Therapeutic area
Number of patients
Responsibility

Academic output

Publications	International Journals n=	Local n=
	Book chapters n=	Letters n=
Invited speaker	International Meetings n=	Local n=
Presentations	International Meetings n=	Local n=