

Core members at Prince Fahad bin Sultan Chair for Biomedical Research (PFSCBR) Policy and Regulation

Who is the Core Member?

Core members are academics and professional staff assigned by the Chair to perform specific duties, and who will be actively contributing to the Chair's Vision/Mission, Goals, and Values. Core membership is a continuing and fixed-term appointment (initially for one year and renewable).

The support provided by the core members, when agreeing to take part in **PFSCBR**, helps create a true picture of research today. Without this support it would prove difficult to uncover findings of benefit to science and society. Therefore, we take seriously the expectations of those taking part in research at **PFSCBR**. Researchers should be independent, aimed at disclosing the truth, and not conducted for the personal gain of the researcher or his or her research organisation.

Core Membership is open to any faculty member at the University of Tabuk who is:

1. actively engaged in Biomedical Research output,
2. have a research interest that falls on the same area of the assigned laboratory
3. frequently in need to use core services/facilities in the Chair,
4. able to be physically available for a minimum of 2 days/week of their time to the Chair,
5. able to commit to all Chair's meetings,
6. communicate effectively,
7. able to make their research data open and accessible, in line with accepted good practice,
8. meet expectations (of institution and funder, of society) for communicating research through public engagement
9. generate an effective online profile as a researcher
10. understand how reputation and reward can happen for individuals in an open research environment.
11. actively participate in the research institution, seek to understand the bigger research institution picture and be an Ambassador for **PFSCBR**.

Responsibilities of Core Members?

The core member will tend to have larger roles in Chair, though this may vary according to the research theme of interest. Core members will be responsible for:

Their Labs;

- Supervise the overall operational process of running their assigned lab.
- Ensuring that procedures and processes are in place for the safe access, safe cleaning of the laboratories and for the safe disposal of all wastes from the laboratories
- Ensuring that there are formal risk assessments of the laboratories under their control.
- Immediately reporting any malfunction and/or failure as well as any incidents involving any hazardous substance or hazardous waste.
- Dealing with any reported infringements of the procedures and oversee corrective actions in instances of non-compliance
- Reviewing the procedures and processes from time to time to ensure that they remain fit for purpose.
- Ensuring that the appropriate signs and warnings are in place to inform anyone entering the laboratory of potential risks.
- Providing relevant information in writing to maintenance and cleaning staff and their managers on hazards and risks in the laboratories that are to be accessed or cleaned.
- Consulting on use of higher risk materials, such as use of particularly hazardous chemicals, biological agents, or radioactive materials, so that special safety precautions are taken;

- Maintaining an updated inventory for the laboratory including Equipment, chemical, kits and reagents and consumables materials.
- Conducting annual inspections of all laboratory spaces and ensuring that annual self-inspections are performed within the lab.
- Maintaining records of inspections and corrections, as required, and ensuring all corrective actions are completed
- Providing experimentation/instrumentation list for the project/project being undertaken and the number of personnel attached to each along with their designated responsibilities.
- Maintaining a secure environment in the assigned lab area. No access for any other member should be allowed unless approved by the Chair and administration office.

Their Staff, Students and Trainee;

- Ensuring that staff and students in the area of their control carry out their responsibilities
- Ensuring that staff / students, including visiting researchers, are adequately informed and where appropriate trained and competent to follow the procedures for the cleaning and the disposal of waste from the laboratories.
- Providing supervision to their staff, graduate and undergraduate students proportionate to the risks involved to maintain a safe working environment.
- Ensure that all trainees are oriented and trained on using the Chair services/facilities.
- Training all laboratory personnel under their supervision to work safely with hazardous materials and maintain written or electronic records of laboratory-specific training. Training must include informing laboratory personnel of the location and availability of hazard information such as Material Safety Data Sheets.
- Ensuring all appropriate personal protective equipment (PPE) (e.g., lab coats, gloves, eye protection, etc.) is provided and maintained;
- Ensure all research projects conducting on their Labs are Ethically approved and are approved by the Chair Council.
- Participation in research projects, the development and submission of proposals for research and production of research outputs
- All activities to be aligned with the mission and vision of the PFSCBR

Membership Benefits

- Full Access and use of core services/facilities in the Chair
- Visibility, including opportunities to be featured in newsletter and website
- Core Members logo for project posters
- Eligibility for complimentary attendance at related conferences
- invitations to future annual symposia and other Chair events
- Eligibility for Event Sponsorship
- Expert consultation, mentorship, grant review
- Opportunities for collaboration on projects & publications.

Name		Signature	
By my signature, I acknowledge that I have read, understand, and agree to the policies of Core membership as defined in this document that I received.			