



## *NIMR-NEWS met with Director of Administration - Mr F.A Obi*

**Ques:** Sir, we would like you to share your experience so far as the Director of Administration?

**Resp:** The experience has been mixed. I came into the institute in 1990, June 13th precisely. When I came into NIMR, the institute was almost in a state of anomie. There was problem with the structure. There were no committees (Everything began and ended in the then Director's office). I told the then Director that this was exactly how not to run an organization. He took me into confidence. We now have a system in place that runs itself even when the Director General is not around. We now

unions have ceased to see themselves as perpetually in conflict with the management. They now work in collaboration with the institute to achieve organizational objectives. There have been pleasant experiences; achievements, challenges and big strides in the institute. NIMR has witnessed giant strides in the attainment of her mandate that we should all be proud of. There have also been difficult times when disgruntled persons have taken their frustrations on management. We have been able by the grace of God to rise to the occasion.

**Ques:** Sir, would you say that the working condition in NIMR is desirable and favorable?

**Resp:** It depends on the aspect you are looking at. If you are looking at the physical environment, I think it is not bad when compared with what is available generally in the country. People find it conducive to do what they have to do. For every budget appropriation in the area of capital expenses, every effort has been made to improve the work environment at the laboratories and offices. There are factors that operate outside the control of the institute i.e. the public service rules, and circulars. All of these define the job context. These are predetermined and all we do is to apply them. In terms of job content, we are trying to exist within the limits of the frame work as provided by the owners of the place. We are not doing badly in that area too.

**Ques:** As an Administrator, what do you think about the New Pension Scheme?

**Resp:** It is something that should be applauded, going by what the Act

establishing the new Pension Scheme has for us. It should ensure that at the end of the day anybody leaving the service would have his benefits and not suffer the disappointments that public servants who have left the public service are now suffering. It is a good thing if only the provisions of the Act can be adequately implemented and adhered to by this and future administrations. Let us hope that all the principal Actors i.e. the Funds Administrators, Custodians and Pension Commission operate within the spirit of the Act establishing them.

**Ques:** We understand that legal and insurance matters are under the Department of Administration. In view of this, we would like to know the legal issues concerning NIMR Guest House being managed by Pentagon Restaurant.

**Resp:** The Guest House is the property of the institute. The tenant in the property contracted to run the place and to pay a specified rent in advance to the institute in advance and they have been there since 1990. Towards the beginning of 2000, we decided to review the terms and amount they would be paying as rent because we realized we were being short changed. The Governing board then decided to advertise the facility when no successful negotiation ensued between the institute and Pentagon restaurant. At the end of the day when we got responses from other interested parties, we discovered really that we were being shortchanged. The institute provided and furnished the place before Pentagon Restaurant moved in even though they have changed some of these things over time.

The then governing board felt we should earn more than we were earning from the place. Pentagon Restaurant - the

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have standing committees of management that meets periodically to look into management issues. The institute also witnessed some stability in spite of the challenges it has faced. The

tenant was invited for discussion, but could not come up with a reasonable amount that would satisfy the board. After the advert, we got a reasonable proposal from another group. We asked Pentagon Restaurant to move out but

## NIMRNEWS EDITORIAL

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they refused. The new tenant was ready to pay N6.2M as rent. Pentagon was paying N3.75M. Pentagon Restaurant sued the Institute at the Lagos State High Court. The case was thrown out for lack of jurisdiction. The institute then went to the Federal High Court now as a Plaintiff, demanding to take possession of the property; we also sued for arrears of rent based on the rate that should be paid to us. I am happy to say that Judgment had been given in our favour. We hope they would pay us all the money owed us with interest.

**Ques:** Sir, it is pertinent to note that an institution like NIMR cannot boast of a staff Canteen. We would like you to talk on this and what your division is doing to provide one?

**Resp:** It is not my division that should

provide a staff canteen. The original intention was for the Cooperative Society to provide the service while the institute provides the structure and all the hardware. The Co-operative was however more interested in acquiring land for its members. Therefore they could not handle the canteen alongside that. We are not sleeping over the matter. The decision the management has taken is to get somebody who can run the staff canteen, we will provide the space. We are however thinking of getting a 40 metre container that can be converted to house the proposed canteen while somebody from the WHO premises has expressed interest in catering for staff and also for conferences and meetings. Being a Medical Institute, we want to go for something qualitative, affordable and reasonable.

**Ques:** Thank you so much, we would like to know the real placement of officers on HATISS 06. Can they be categorized as Senior Staff?

**Resp:** HATISS 06 is equivalent to grade 07 in the civil service. Technically speaking a level 07 or HATISS 06 officer is a senior staff. It might not be senior enough to be categorized as an officer or research officer for what we do here. It is a transition point from Junior to Senior officer category in one's career progression.

**Ques:** For sometime now, it has been observed that NIMR staff do not go for training. What is the reason for this?

**Resp:** We are willing to train staff but the problem is low level of funding. Money is tied to specific activities. We don't have specific money released for staff training. But plans are underway this year to see how we can have training as a component of research, so that when we are sourcing for money for research programmes for the divisions, we set a little aside for training, so that Research Fellows for instance can attend conferences and seminars within, even if they cannot go outside the country. We must cater for training of

both research and non-research staff.

**Ques:** It is a stated fact that the mandate of this Institute is Research; we would however want to know what effort is being put in place to encourage non-research staff in their quest for professional growth?

**Resp:** Everybody is working towards the attainment of NIMR's corporate mandate. Research cannot be done without the Accounts, the Administration or library services. They facilitate research by providing the enabling environment for meaningful work. The institute encourages non research staff to interact with their professional bodies. The institute will continue to provide money for non-research staff to attend training programmes, seminars and conferences.

**Ques:** Sir, the margin between the confidential Secretaries and Typists is wide. What is being done to bridge this gap seeing that most of the typists have a lot to offer?

It is not within our powers to determine the ceiling of any job Cadre. Secretarial cadre can now rise to HATISS 13 while Typists stop at HATISS 08 as Chief Typist. We can't change that. Those two cadres are related in terms of functions. However the requirements for career progression are not the same. If there is a need to further extend the ceiling of typists, it is the Establishment and Office Head of Service that will advice us on that. There is nothing anybody can do about that in NIMR.

**Ques:** Recently, the booking of overtime has been streamlined; we would want to know the fate of those officers whose bosses assign urgent work after closing hours?

**Resp:** People are advised as much as possible to work between 8.00-4.00pm. But if there is any need or exigency requiring that you work beyond that time, it has to be authorized in order for one to earn overtime. We don't have

budgetary provision for over-time. Any over-time that we pay is from other charges. Those people listed to earn over-time are those people by nature of their work are bound to work 40 hours a week. Usually, you find them in the Maintenance i.e. Electricians and the Artisans. They work round the clock. Our Security staff and others who run shift and earn shift allowance cannot also collect over-time pay because they have off-duty days. We can only pay over-time if we discover that in spite of the off-days, they still work for more than 40 hours a week. We are trying to curtail demands for over-time because we don't have the money to pay. Like I said earlier, it is not budgeted for

**Ques:** Sir, it is a general belief that all work without play makes Jack a dull boy can you tell us what management is doing to provide a recreational center where staff can relax and play indoor games after the close of work

**Resp:** Basically, our concern is to work here. We must first of all address the needs of our mandate. And we hardly have enough to do that. We have more clearly defined issues that have to do with our mandate that have not been fully addressed. We encourage the residents to help themselves to recreate. The best we can do here is to restore the tennis court so that people can play lawn tennis and probably recreate with some indoor games facilities there

**Ques:** D.A Sir, we like to know what the management is doing to create job vacancies across cadres to meet the growing demand of the Institute and also prevent staff from being stagnant.

**Resp:** We are anxious to grow. We have got to a point where NIMR has to expand in terms of number of Departments and Staffing. Right now, we are stuck. We have been having promotions every year since 1990. We determine vacancies by Approved Establishments, which determine how many people are supposed to be in a particular cadre. If there is vacancy, people can move but where, there is

none, there will be no movement. We got to a point, however where our approved establishment became obsolete as it could no longer meet the needs of our improved mandate and structure. The institute nonetheless moved along and abandoned the approved establishment it had in 1986. Promotions at a point were no longer strictly determined by vacancy. The consequence is that we are now top heavy for non-research positions vis-à-vis the research positions. Something urgent had to be done more so now that budgets are now tied to actual number of people on ground. You don't promote people that you cannot pay. We have a draft Act and a proposed structure that have to be approved by the Board, the Ministry and subsequently the National Assembly. Hopefully if it is approved, we can now function under the new Act and be fully funded under a new structure.

**Ques:** With the government policy on monetization and its implementation in NIMR, how effectively do you think management can implement the conditions laid down by the policy without affecting the activities of the Institute?

**Resp:** Government will take into consideration our peculiar circumstances, being a Research Institute. If drivers go, what happens to project vehicles? Drivers are needed for field work. Maintenance staff cannot be done without. If cleaning staff are laid off, funds will have to be provided to out source for service provider? As I said earlier, government will have to take into consideration our peculiar circumstances. If you dispense with these services, there must be a replacement for them, to avoid a system collapse.

**Ques:** Some officers have stagnated for too long by the virtue of their qualification, what is the way out?

**Resp:** Officers that you are referring to are the Research staffs who do not have the required number of publications and non-research staff

who need additional qualifications in order to move beyond where they are. The research staffs need to collaborate with others in order to earn the required number of publications. The Non research staff should upgrade themselves by furthering their education. The regulations about staff placement within job grades are strict and must be complied with.

**Ques:** Sir, we would like you to tell us why the government reduced Maternity Leave to 3 months when we are being encouraged to breastfeed exclusively for 6 months. Is it possible for NIMR to have a crèche?

**Resp:** It is a government directive. I suggest that you forward your request to build crèche to the Director General for consideration and ensure that it has no cost implication

**Ques:** Please sir, we would like you to explain who is entitled to Leave of Absence with or without pay?

**Resp:** There are 3 categories of leave of absence that are granted in the Institute. There is Sabbatical leave granted officers on HATISS 12 and above that are on their 7<sup>th</sup> year of unbroken service, if they apply for such leave. Sabbatical is a 12 month Leave period with pay and it must be justified. There is a Leave of Absence; this is without pay. It can only be granted if your division and the institute can afford to allow you go. It could be for a course of study that is not related to what the institute is doing or to enable you study briefly elsewhere. Since the institute can not grant a study leave for this, you can go on leave of absence. The period will not count for pension purposes under the old pension scheme. There is Study Leave granted staff that go on courses and are paid for the period that they are away because the institute needs the skill they will acquire. This must be relevant to their work and current career needs. However, it must not exceed 24 months.

**Ques:** Sir, we would like you to enlighten us more on Monetization and its full

implication?

**Resp:** Monetization has not been fully implemented. The Institute is required to rationalize staff on monetized jobs and staff on those jobs that are to be outsourced. Note that NIMR currently operates a very low manning level. We are not more than 330 staff here including the outstations. Everybody here is fully utilized. You will however be briefed on the matter as events unfold.

**Ques:** Sir, what is the establishment position on promotion in NIMR vis-à-vis the vacancy availability saga?

**Resp:** You cannot promote without vacancy. There must be a guideline. People should be patient.

**Ques:** Sir will NIMR be participating as NHIS provider and what is the minimum amount that can be incurred under NHIS?

**Resp:** Yes we are going to operate under NHIS. They have been contacted. They would soon give us a date they would be coming. NIMR will be covered in the second phase of its (NHIS) registration. This year's budget provided money for the health needs of NIMR. If we don't participate in it, we will lose out. Yes NIMR can also be a provider in a specific area such as processing samples to test for HIV status, CD4 Count, and Viral load. I wouldn't know if our clinic here can serve as a Service Provider. I don't think we have applied to the NHIS as a service provider. From 2007, government will stop getting involved directly as they will release the Institute's NHIS money directly and expect NIMR to pay to our HMO who will administer the programme and pay our respective Health Service Providers.

**Ques:** Sir, in your capacity as the Director of Administration, to what extents can you exercise your discretion in the interpretation of the scheme of

service?

**Resp:** The scheme of service speaks for itself. Where there is problem of interpretation, or we are in doubt, we seek for clarification from the source i.e. office of the Head of Service.

**Ques:** Sir, some people suggested that there should be leadership training or skill for managerial staff to help in their responsibilities and prevent misuse of power and incessant queries, what do you think?

**Resp:** I agree with you. We are encouraging some Research Heads to attend some management courses. They need the skills to manage people and resources in their care and their research projects. They often go out to represent the institute. They need to possess good interpersonal skills and leadership qualities. During senior appointment interviews for Research Staff for instance, administrative experience becomes an advantage. The people to go for this managerial training are staff on Hatiss 12 and above

**Ques:** DA Sir, in the regular academic environment, the academic staff move from Hatiss 11 to 13; why is it not practiced in NIMR?

**Resp:** We operate strictly what is given to us. It is an issue predetermined by government. We don't have the mandate to determine things like that. If subsequently, it is so decided, we will comply.

**Ques:** Sir why this requirement of no Ph.D. no promotion? It is not like this in the Universities.

**Resp:** There is a committee of Board handling this matter now. It will be wrong for us to prejudge their recommendations. I advise that we await the outcome of their consideration of the matter already receiving attention

**Ques:** Sir, Why are we losing our Research fellows?

**Resp:** We lose them because we don't have enough facilities to keep them, especially after they must have gone abroad to improve their skills. We hope that we will not only be able to retain our staff in the near future but also be able to attract quality personnel here given the efforts being made by the Board and the Director General to upgrade Laboratory equipment and encourage meaningful work in Applied and Operational Research

*NIMRNEWS: Sir on behalf of the editor we would like to thank you very much for taking time off your busy schedule to grant this interview and we wish you success in your endeavors. Thank you.*

Stress management has much in common with Time Management. This is because a poor management of one inevitably leads to the other. Stress can be defined, from the perspective of physics, as any force capable of producing strain or deformation in an object. From the perspective of Biology, stress is defined as anything that causes change, difficulty or threatens an organism. It may also be defined from this perspective as the reaction of the mind and body to change; the wear and tear induced in the body by the adaptive day-to-day struggle to remain normal, in the face of potentially harmful agents or stressors. Within the work setting, stress may be defined as a change in a person's physical mental or emotional condition or behavior, caused by constant pressure to perform, in ways incompatible with perceived or actual ability, time or resources.

### Signs of Stress to Look Out For

A person under constant stress would have lacked adequate opportunity to rest. This, according to experts, would inevitably lead to tiredness, insomnia, headaches, muscular weakness and the craving for sweet starchy food. Other more severe manifestations are suppressed immune system, serious illness, collapse and even death.

### Dealing with Stress

One way of dealing with stress is recognizing and acknowledging what causes stress i.e. the STRESSORS, without pretending and making excuses or blaming someone or something else? One has to decide, whether he can do something to change the Stressor. Where one cannot or is not willing to change the stressor, one is left with the option to decide whether he can or is willing to change the way he reacts to it and reduce its negative effect by, for example, taking time to relax, so as not to be tensed. Where one cannot really do anything to change the stressor or ones reaction to it, one is left with no other choice than to accept the situation as it is. Worrying about something you cannot change, makes it worse. It is however necessary that one realistically does something to manage or cope with stressors or their effects. There is need to set realistic time limited objectives and get as much support as possible to realize them. One need to stay strong and relaxed. Long baths, listening to music before bedtime and saying "No" to anything that will increase pressure, will go a long way to ease stress. There is also the need to be satisfied with levels of output achieved, whatever the expectation, for as long as one is convinced that one has put in his best.

### Work Related Stressors

Work related stressors can be identified as follows:

- (i) **Unemployment:** It is a lot worse for someone previously employed. It is a dehumanizing and stressful experience, where a responsible bread winner suddenly finds himself incapable of meeting the basic needs of his dependants.
- (ii) **Constant feeling of dissatisfaction or frustration while in employment:** The job context i.e. the conditions of employment, the physical work environment, Interpersonal relations with

## STRESS AND TIME

## MANAGEMENT

Director of Administration

colleagues at work and type of supervision received can stress a Job holder where they are not supportive of effective performance and growth on the job. Jobs lacking in adequate levels of responsibilities challenge and career prospects in terms of their content can also be stressful on job holders.

(iii) **Type of team and organization:** This can also stress a job holder. Organizations/teams with conflicting demands, unclear objectives and inadequate resources can be a source of stress. Job insecurity, constant deadlines that the worker has no control over and decision making without proper information and authority and poor time management can also stress the worker.

There are other non-work home situations, such as too much or too little physical or emotional contacts, lack of friends, and excessive demands from family and friends, which also cause stress and affect performance.

### Self Generated Stressors

There are stressful physical maltreatments, which we inflict on ourselves unknowingly, without being aware of their implications. These can be identified as:-

- (i) Skipping our meals and eating on the run a very bad and stressful habit
- (ii) Not getting enough exercise and not sleeping long enough
- (iii) Drinking too much alcohol and being caffeine dependence
- (iv) Not going on holidays nor lunch breaks
- (v) Working late and
- (vi) Setting unrealistically high or low goals with the result that one ends up feeling inadequate.

Traffic and public transport and high levels of pollution and noise can constitute sources of stress to the worker within and outside his work environment.

### Coping With Stressful Situations

Strategies need to be adopted in managing stress in a work situation. These could be in the form of:

- (I) Establishing clear structures, showing levels of responsibilities, authorities and lines of communication in the organization.
- (ii) Understanding and clearly delegating duties and responsibilities, guided by what is considered an appropriate span of control for the worker, in a work situation.
- (iii) Developing consistent but flexible managerial styles that are appropriate to the situation.
- (iv) Setting clear and realistic policies and objectives and keeping them under review
- (v) Establishing clear job expectations and standards and providing appropriate supervision, training and support for the workforce.
- (vi) Dealing effectively with differences and conflict.
- (vii) Effectively managing and controlling resources and information.
- (viii) Ensuring that people understand and can cope with change within organization.

(ix) Effectively managing time.

## **Time Management**

Time is a precious but most mistreated resource. It has the quality of being finite, since extra time cannot be manufactured; neither can it be replaced when wasted. What constitutes good use of time is often misunderstood. Acting terribly busy by rushing about, taking a walk or even watching a Television programme are examples of use of time. Whether they constitute good use of time depend on the context in which they present. Watching a TV programme for example or taking a walk after a long day's work could be a good use of time. But acting terribly busy is definitely a bad use of time, when what is required is an effective work plan, delegation and supervision. We must be conscious of our attitude towards managing time. "Tomorrow-is-another-day" attitude will be an adequate and acceptable disposition, if there has been an effective use of today's work hours. It is certainly a wrong attitude, if we have nothing to show for it, at the end of the day. A combination of being busy and knowing the limits of human endurance in a well structured work environment is a preferred situation.

## **Steps in Managing Time:**

The following practical steps are recommended for good time management:

### **Proper Management of the Physical Work Environment: -**

Ensure that there is a place for everything. Cupboards, desks, drawers, filing cabinets etc are to be properly labeled. Everything needed for specific tasks are to be kept together, while items in regular use are to be stored, where they can easily be reached. Desk arrangement in offices is to be such as not to be on the path of access to say photocopying machines, restrooms or places where people regularly pass or congregate. A quiet room or corner for undisturbed work or discussion should be created. All these will reduce time lost, through unnecessary interruptions and endless searches.

### **Clarifying what needs to be done and its Level of priority:**

It is impossible to manage time well, without planning. In prioritizing individual work load, there is need to determine the organizational and team/unit objectives and how the individual work fits into what the organization, team/unit have to do to achieve the stated objectives. It is also necessary to understand how the individual's specific tasks fit into the process and how they fare in terms of being classified as either essential important or unimportant; and whether in need, such tasks can be considered variously as urgent, necessary or "can-wait" i.e. In terms of when they must be undertaken.

### **Establishing how long it would take to undertake a set of activities:**

Good time management requires an acute awareness of how many hours are spent working on a set of tasks each week; the average time spent on individual tasks and the proportion of time spent on broad areas of work that are more or less Predictable. It will also be necessary to determine the proportion of time spent on broad areas of work that are variable.

### **Forward Planning as a way of managing time effectively**

Plan ahead the use of your time, through the use of notes and

diaries. Tasks that need to be undertaken should be scheduled. Dates for management committee meetings and other recurrent meetings should be pre-determined, weeks ahead of their scheduled time. It is necessary to have a work plan for events developed and strictly adhered to, ahead of their scheduled dates, when implementing predictable tasks. A good Time Management requires that we plan for tasks that occur daily and weekly, using fixed block of desk time daily diary and longer blocks weekly diary as appropriate. Always allow for twenty percent more time for each task, than you think will be required, as people tend to under-estimate, often wildly, the time required for any task. This is because there are bound to be legitimate interruptions hitherto unforeseen that need to be accommodated. It is important to note that work plans in themselves cannot create additional time, no matter how good they are. It is therefore advisable that we delegate some tasks to another person, who has the time and ability to do them, if our plans cannot accommodate them. The alternative is to re-assess priorities and demote such tasks to a lower priority category. Where in doubt about what task to de-prioritize, we should ask the question "What is the absolutely worst possible thing that can happen if I don't undertake this task today?" This makes it easier to identify priorities and avoid being unduly stressed.

### **Valuing other people's time**

People are usually unaware of how much they waste other people's time. Time wasting is bad for the organization and for morale. To minimize wasting other people's time and causing undue stress, it is necessary that we note the following:

(I) We should ensure that meetings start punctually. Note that where ten people are kept waiting for just six minutes, you have wasted one hour of productive time.

(ii) Appointments must be kept and should start on time as schedule.

(iii) We must develop a good listening habit since this is the key to good time management. A bad listening habit leads to unnecessary repetition and the other party feeling unnecessarily devalued and put down. This can lead to conflict and stress.

(iv) There should be respect for other people's priorities and work Plan.

### **Conclusion:**

We need to stay alive and perform effectively on the job. A combination of awareness of what constitute stressors and time as a finite resource and effective management of stressors and time at work will guarantee that we live long, meet our targets at work and achieve objectives. We should be willing to delegate, if our work plans cannot accommodate all activities listed to be undertaken. In the event that tasks are to be delegated, it should involve people at the appropriate Skill level. They must be trusted to perform.

Clear task statements should be available to them for effective Performance. Such persons should be supported, through skill and information sharing, and they should be allowed, if need be, to make their mistakes and learn from the experience. They should be praised and given credit for what they have done. Although delegation can be time consuming, it is a better investment in time than doing everything oneself and being Stressed.

## The Institutional Review Board (IRB) of NIMR

S.T, Abolarinwa  
(Secretary to the Board)

Research is the essential component of the mission of Nigerian Institute of Medical Research (NIMR). Hence the need to have an Institutional Review Board (IRB) to address the ethical conduct of research involving humans. This is to confer ethical responsibilities on both the Institute and individual researchers. It is the policy of the Institute to respect and protect the rights and welfare of individuals involved in research studies. NIMR IRB is registered with the Office for Human Research Protections (OHRP) in U.S. It has IORG and IRB number respectively.

### MEMBERSHIP OF NIMR IRB

Members of the IRB are multi disciplinary and multi sectorial and collectively have the qualification and experience to review and evaluate the scientific, medical and ethical aspect of research proposals.

### ROLE OF NIMR IRB

The IRB has the responsibility for reviewing all proposals for research to ensure ethical conduct of research in the Institute and in the health sector. They are to provide guidelines for human research subject protection and identify ethical principles to guide the conduct of research.

The Board issues proposal forms to guide researchers in preparing their protocols and provide guidelines for submission of protocols. The forms and guidelines are available at the IRB office in room 207 of the laboratory complex. The secretary can be contacted at [nimr\\_irb@yahoo.com](mailto:nimr_irb@yahoo.com), [abolarinwa99@hotmail.com](mailto:abolarinwa99@hotmail.com), [kolaremi95@yahoo.com](mailto:kolaremi95@yahoo.com)

The IRB shall review all protocols of research project involving human subjects proposed to be taken by staff and other researchers who submit such protocols. It must however be noted that research projects involving human subjects or participants conducted by members of the Institute Community or by external Researchers who use NIMR resources or participants must received prior written approval of NIMR Institutional Review Board. Approval is required irrespective of the source of financial support (if any) and irrespective of the location of the project in the latter case, as long as the investigator presents the work as NIMR research. The IRB will determine that all the proposed Interventions are:-

- a) Acceptably safe
- b) Scientifically sound; and
- c) Would ensure that all ethical concerns arising from a protocol are satisfactorily resolved.

The IRB shall consider the qualification of investigators including education in the principle of research practice and the conditions of the research site with a view to ensure the safe conduct of the trial. The Board will organize and also participate in continuing education organized by NIMR management in matters relating to ethics and use of human participants in

research. Research shall be subject to continuing ethical review by the Board. The IRB must be promptly notified through the secretary of any change to any research plan or research protocol, such changes may require review by the IRB. The Board keeps records of decision and takes measures to follow up the conduct of ongoing research projects.

The IRB will ensure that all ethical concerns arising from a protocol are satisfactorily resolved both in principle and practice. All the conditional principles of Research ethics. Autonomy, Beneficence and Justice will be looked into during planning, Conduct and Reporting of the proposed research.

The IRB has the authority to approve, to require modification as a condition of approval and to disapprove a protocol should changes in circumstances make it necessary. The IRB may at anytime withdraw approval of a protocol previously approved. Reasons for disapproval will be given and specific suggestions for modifications made. Researchers can appeal against the decisions reached by the Board.

Certain types of research may be considered for an expedited review. The IRB may use an expedited review procedure when the research involves no more than minimal risk to the subjects, This may also be used in revised proposals, unless specifically required to go to the main committee.

### COMMUNICATING A DECISION

The decision of IRB shall be communicated to the Researchers/Principal Investigators by the secretary within 10 working days after the meeting of IRB. Both electronic and postal mail will be used in disseminating the decision of the Board to the investigators. However the IRB will consider an application withdrawn if an applicant fails to respond to issues raised by IRB after being reminded three times over three months and no acceptable reason for the delay is given. The Research project may begin immediately upon receipt of approval from IRB.

### FOLLOW UP PROCEDURES

The IRB has the responsibility to ensure that the conduct of all research approved are monitored. All Principal Investigators / Researchers are required to submit reports at prescribed intervals for review and a final report submitted at the end of the study. Any changes to the protocol of study should be resubmitted, quoting the project reference of the study for further approval.

The IRB shall as a condition of approval of each protocol, require that Principal Investigators/researchers immediately report anything which might warrant review of ethical approval of the protocol, among which are:-

- a) Serious or unexpected adverse effects on participants
- b) Proposed changes in the protocol with adequate justification
- c) Unforeseen events that might affect continued ethical

# RESEARCH REPORTS

acceptability of the project.

- d) Any new information related to the study
- e) Premature terminations of study should be notified with reasons along with a summary of data obtained so far.
- f) Change of investigators/sites.

In all the cases above the project reference of the study should be quoted while forwarding the report to the Board for consideration and information. The Board will make site visits, at intervals to ensure that researchers are complying with approved protocols.

## PROTOCOL VIOLATION

Where a protocol violation is reported or observed during the follow up, the researcher will be interviewed by the IRB. In the event of a proven violation ethical approval of a research project is withdrawn if deemed necessary. Violation will also be reported to the Institutes Governing Board, the professional body of the Principal Investigators/Researchers and the National Ethics Committee. IRB have no authority to impose sanctions on Investigators/Researchers who violate ethical standards. The identity of the individual who raise awareness of a protocol violation will however be protected.

## APPLICATION PROCEDURE

Proposals for review should be submitted to the IRB office in room 207 of the laboratory complex using the appropriate forms which are available at the IRB office. For protocols to be considered for review it must be submitted four weeks before the next meeting of IRB and a minimum of four copies of the full protocol is required for submission. Also the applicant must complete an abridged format form which is designed to allow evaluation of all aspects of the ethical acceptability of the proposal. The abridged copy should be submitted electronically by e-mail to [nimr-irb@yahoo.com](mailto:nimr-irb@yahoo.com).

The Principal Investigators, Co-Investigators/Collaborators, must sign copies of the proposals along with the application documents. Prescribed fee should be remitted along with the application after which an acknowledgement letter will be sent to the Principal Investigator. All research proposals should be submitted with the following documents:-

- a) Letter of intent
- b) Name of the applicant with designation
- c) Department of the organization of the applicant
- d) Field/organization/hospital where research is to be conducted
- e) The full proposal
- f) Protocol of proposed research
- g) Questionnaire and all other relevant instruments
- h) Portent information leaflet and consent forms (clearly identified and dated) in the language understood by potential Participants
- i) CV of principal and Co-investigators
- j) Any regulatory clearance
- k) Agreement to report all serious adverse events
- L) Agreement to comply with the relevant national and

applicable international guidelines where applicable

m) A statement describing any compensation for study participants; a description of the arrangements for insurance coverage; if applicable.

n) Plans for publication of results, while maintaining the privacy and confidentiality of individuals.

o) Any other information relevant to the study.

## CONCLUSION

All proposed research involving the use of human subjects requires review and approval by the Institutional Review Board (IRB) prior to the initiation of the research.

Securing informed consent from potential research subjects or participants is a fundamental requirement of ethical research. Therefore, all applications involving the use of human subjects must include the consent form which the researcher proposes to use.

For more information contact the IRB Secretariat in room 207 of the Laboratory Complex, Nigerian Institute of Medical Research or send e-mail to the following addresses:- [nimr\\_irb@yahoo.com](mailto:nimr_irb@yahoo.com), [abolarinwa99@hotmail.com](mailto:abolarinwa99@hotmail.com), [kolaremi95@yahoo.com](mailto:kolaremi95@yahoo.com) You can also fax or phone the secretariat on this number 234-01-4823123



### SCIENTIFIC SEMINARS PRESENTED IN NIMR JANUARY - JULY 2006

HIV Associated Nephropathy: A Clinical Study of It's Incidence and Clinical Outcome.	Ruth Onwukwe	March 2006
Making Medical Injection Safer (MMIS) Sponsored by: John Snow Incorporated (JIS)		April 2006
Clinical Trial of ArtequineR 600/750 Lactab & Artequine 300/375 in the Treatment of Uncomplicated Falciparum Malaria in Ijede Community, Ikorodu, LGA, Lagos State	Dr. P.U. Agomo	May 2006
Menstrual Malfunctioning in HIV-1 Infected Nigerian	Dr. O.C. Ezechi	June 2006
Preliminary Studies on the Prevalence of HIV in Individuals Presenting with Pyrexia of Unknown Origin in Lagos, Nigeria	Mr. Funso- Adebayo, E.O	July 2006

# ADMINISTRATIVE UPDATE

## SENIOR STAFF PROMOTION

<u>NO.</u>	<u>NAMES</u>	<u>DESIGNATION</u>	<u>HATISS</u>	<u>EFFECTIVE DATE</u>
1.	Dr. (Mrs) M. A. Mafe	Deputy Director of Research	15 step 8	23-03-05
2.	Dr. A.A. Adeiga	Deputy Director Research	14 step 8	23-03-05
3.	Dr. (Mrs) N. N Odunukwe	Deputy Director Research	14 step 8	23-02-06
	Dr (Mrs.) N. Idika	Chief Res. Fellows	13 Step 9	01-01-05
4.	Mr. S.I. Abaka	Chief Comm. Health Off.	13 step 8	01-01-05
5.	Mrs. M. N. Otuonye	Chief Med. Lab. Sci.	13 step 3	01-01-05
6.	Mrs. C.U. Chiejina	Chief Conf. Sec.	13 step 7	01-01-05
7.	Mrs. C.E. Uzohue	Ass. Chief Librarian	12 step 2	01-01-05
8.	Mrs. F.O. Baiyewunmi	Ass. Chief. Conf. Sec.	12 step 2	01-01-05
9.	Mr. E.A. Omonigbehin	Ass. Chief Sci.Lab.Tech.	12 step 2	01-01-05
10.	Dr. T.S. Awolola	Senior Res. Fellows	12 Step 2	01-01-05
11.	Dr. E.T. Idowu	Res. Fellows I	11 Step 1	01-01-05
12.	Dr. K.S. Oyedeji	Res. Fellows I	11 Step 1	01-01-05
13.	Mr. A. C. Ene	Res. Fellows I	09 step 1	01-01-05
14.	Miss R.M. Kwambula	Res. Fellows II	09 Step 1	01-01-05
15.	Mrs. A. Z. Musa	Res. Fellows II	09 step 1	01-01-05
16.	Mrs. U. T Igbasi	Princ. Med. Lab. Sci	11 Step 1	01-01-05
17.	Mr. S.K. Akindele	Princ. Med. Lab. Sci.	11 step 1	01-01-05
18.	Mrs. M.N. Bankole	Princ. Med. Lab. Sci.	11 step 1	01-01-05
19.	Miss A.A.Olatundun	Snr Med. Lab. Tech.	09 step 1	01-01-05
20.	Mr. N.N. Bitrus	Snr Pers. Officer II	09 step 1	01-01-05
21.	Mr. S. A. Okusaga	Princ. Exe. Officer	11 step 1	01-01-05
22.	Mr. B. I. Ohanusi	Princ. Exe. Officer	11 step 1	01-01-05
23.	Miss N N. Nneji	Princ. Exe. Officer II	09 step 1	01-01-05
24.	Mrs. B.O. Okafor	Princ. Exe. Officer II	09 step 1	01-01-05
25.	Mrs. M.O. Akinyele	Science Lab Tech.	08 step 1	01-01-05
26.	Mrs. B. N. Kadiri	Internal Auditor I	08 step 2	01-01-05
27.	Mr. M. I. Ezerendu	Personnal Officer I	08 step 1	01-01-05

### NEW MEMBERS OF STAFF                      HATISS    EFFECTIVE DATE

Engineer Adedeji	Chief Engineer	13	01-03-06
Adesida Sola	Jnr. Res. Fellow	08	16-01-06
Mrs Kunle Ope	Jnr Res. Fellow	08	16-01-06
Abiola L.D.	Snr. Con. Sec.	08	04-10-05
Mrs. Wilhelm J.O.	Snr. Con.Sec.	08	04-10-05
Mr. Ibiam C.A.	Asst. Exe. Officer	05	04-11-05
Mrs. Goodluck H.A.	Jnr. Res. Fellow	08	20-11-05
Mr. Sule Isah I.	Head Secu. Guard	01	20-09-05
Mrs.Adegboruwa I.E.	Clerical Officer	03	20-02-06
Mrs. A. Odubote	Cleaner	01	19-05-05
Chiazor Miss E.	Cleaner	01	21-04-05

### WITHDRAWAL FROM SERVICE

Mrs. R. C. Chigbo - Snr. Lab. Scientist 31/01/06

### RETIREMENT

Mrs. A.G. Mafe - Deputy Dir. Lab. Services 15-02-06

### DEATH

### CONVERSION

<u>PREVIOUS DESIGNATION</u>	<u>CURRENT DESGNT.</u>	<u>EFFECTIVE DATE</u>
Mr. V. E. Archibong	Head Mess./ Lab. Attndt. Hatiss 03	Clerical Officer Hatiss 03
Miss F. Okechukwu	Cleaner Hatiss 03	Clerical Officer Hatiss 03

### CURRENT DESGNT.

Clerical Officer	Hatiss 03
Clerical Officer	Hatiss 03

### EFFECTIVE DATE

13-04-06
05-04-06

### UPGRADING

Mr. A.A. Adesesan	Senior Lab. Tech	Hatiss 04	Med. Lab. Sci. II	Hatiss 07	01-01-05
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# Services Available in NIMR

Readers, Please send your Request / Enquiries to  
Editor NIMRNEWS  
Nigerian Institute of Medical Research  
6 Edmond Crescent, P.M.B 2013,  
Yaba, Lagos. Nigeria

## HELICOBACTER PYLORI STOOL ANTIGEN TEST (HpSA)

Would you like to do the above test for the diagnosis of ulcer and or gastritis?

It is now available in the Microbiology / Molecular biology and Biotechnology Division of NIMR.

It is the current non invasive diagnostic test for *H.pylori* that is very useful in the assessment of *H.pylori* eradication in post - therapy diagnosis. It has the same sensitivity and specificity as Carbon-urea breath test

Procedure:

Collect specimen bottle to void fresh stool and bring a small part of the stool to the laboratory for testing.

The result will be ready in 72hrs

Overnight stool is unsuitable.

Thank you For more enquiries Ask for Dr KSO OYEDEJI (08033460947)

**HIV/ AIDS - Voluntary Counseling and Testing is available @**

Nign. Inst. Medical Research  
Clinical Science Division  
Human Diagnostic Laboratory

Days: Mon. - Fri  
Time: 8a.m - 4pm

Since 1984, our company has been actively involved in the procurement and distribution of specialized Medical / Research / Diagnostic Equipment and Reagents for effective screening of communicable diseases such as AIDS and HEPATITIS.

### BIORAD LABORATORIES

Formerly known as Sanofi Diagnostic Pasteur and manufacturer of:

- GENIE II HIV 1 + 2 RAPID TEST (10 MINS) 40 TESTS / PKT
- GENSCREEN PLUS HIV Ag-Ab 96 TESTS / PKT (The Gold Standard for other HIV Elisa Kits. It combines Ag & Ab detection)
- NEW LAV BLOT 1 (WESTERN BLOT CONFIRMATORY KIT) 18 TESTS / PKT
- NEW LAV BLOT II (WESTERN BLOT CONFIRMATORY KIT) 18 TESTS / PKT
- HEPATITIS A, B, C, D, & E ELISA KITS E.T.C.
- MICROMAT II Haemoglobin A1c instrument & reagents for diabetes monitoring
- ARRAYS OF MICROBIOLOGY PRODUCTS

### DYNAL BIOTECH

Manufacturer of tests for follow-up and monitoring of PLWHA & AIDS Patients such as CD4 - CD8 KITS

- DYNAL T4 QUANT KIT 80 TEST / PKT (requires just 125 ul of whole blood / test)
- DYNAL SAMPLE MIXE (MX1)
- DYNAL MAGNE (MPC)

### DIAMED

The Diamed - ID microtyping system is an entirely new method for rapid blood grouping and cross matching subtypes, antibody screening and identification with emphasis on Sensitivity, Reliability and Higher safety precautions for the users.

- IMMUNOHAEMATOLOGY
- COAGULATION
- RAPID MALARIA TESTING KITS
- SICKLE CELL SCREENING KITS

### BIOTEK INSTRUMENTS

Experts in the design and manufacture of HIV Screening equipment such as

- MICROPLATE ELISA READERS
- MICROPLATE INCUBATORS
- MICROPLATE ELISA WASHES
- MICROPLATE PIPETTING SYSTEM

### JOUAN

This company has a wide range of centrifuges and other laboratory equipment such as:

- MICROHAEMATOCRIT CENTRIFUGE
- PLASMA EXTRACTOR
- INCUBATORS
- REFRIGERATED CENTRIFUGE
- LAMINAR AIR FLOW CABINETS

### OTHER PRODUCT RANGE INCLUDES

- PCR MACHINE
- FLOW CYTOMETER

- CYTOMEGALOVIRUS TEST KITS
- CHLAMYDIA TEST KITS
- RUBELLA VIRUS TEST KITS
- MUMPS VIRUS TEST KITS
- TOXOPLASMA TEST KITS

### EQUIPMENT:

- VIRAL LOAD EQUIPMENT
- BLOOD BANK EQUIPMENT

### REAGENTS:

- HELICOBACTER PYLORI TEST KITS
- HERPES SIMPLEX TEST KITS
- VARICELLA-ZOSTER VIRUS TEST KITS
- MEASLES VIRUS TESTS KITS

### Sola - Wunmi Enterprises Ltd.

1, Fred Omojole Street, Near Deeper Life Church, Gbagada, Lagos

Tel: 01 - 7742791, 01 - 5552774, Fax: 01 - 5552774, 01 - 4938270.

Cel I: 08023123018, 080823027021

E-mail: [solawunmi@solawunmi.com](mailto:solawunmi@solawunmi.com)

Nigerian Institute of Medical Research since 1920 conducting research into human health in Nigeria