



ZIBU Health Institute

SOP for Remote USRE Program Operations

DOCUMENT#: ZHI-SOP-03

ISSUE # 01

ISSUE DATE: 01-06-2025

SOP FOR REMOTE USRE PROGRAM OPERATIONS

Purpose

To standardize operations of the Remote USRE Program.

Procedure

Step 1: Enrollment

Collect:

- Application form
- CV
- Identification documents

Step 2: Orientation

Conduct orientation regarding:

- Research expectations
- Communication guidelines
- Deliverables
- Ethical practices

Step 3: Mentor Allocation

Assign mentor based on:

- Research interest
- Availability
- Skill level

Step 4: Progress Monitoring

Monitor:

- Attendance
- Meetings
- Research tasks



ZIBU Health Institute

SOP for Remote USRE Program Operations

DOCUMENT#: ZHI-SOP-03

ISSUE # 01

ISSUE DATE: 01-06-2025

- Deadlines

Step 5: Completion Evaluation

Assess performance prior to issuance of certificates or experience letters.

Responsibility

USRE Program Coordinator.

