



ZIBU Health Institute

Mentor & Reviewer Competency and Training Policy

DOCUMENT#: ZHI-POL-08

ISSUE # 01

ISSUE DATE: 01-06-2025

MENTOR & REVIEWER COMPETENCY AND TRAINING POLICY

Purpose

To ensure all mentors, supervisors, and reviewers engaged by ZIBU Health Institute possess the qualifications, competency, and training required to deliver services to international standards.

Scope

This policy applies to all mentors, research supervisors, IRB/ERC reviewers, and data analysis reviewers engaged by ZIBU Health Institute, whether employed, contracted, or volunteering.

Policy Statement

ZIBU Health Institute shall:

- Verify academic qualifications, research experience, and relevant credentials before onboarding mentors or reviewers.
- Provide orientation on institutional policies, ethical standards, and mentee expectations.
- Require periodic refresher training on research ethics, data protection, and quality standards.
- Evaluate mentor and reviewer performance through mentee feedback and outcome tracking.
- Maintain records of qualifications, training, and performance evaluations.

Competency Criteria

Mentors and reviewers shall be assessed on subject matter expertise, research/publication experience, and familiarity with ethical review or statistical methods relevant to their role.

Responsibility

The Quality Management Cell and USRE Program Coordinator shall verify credentials, coordinate training, and maintain competency records.