
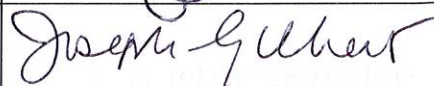


SOP Title	REB Office Personnel Serving as REB Members
Number.Version	203.002
Version Date	05/11/2016

Approvals

Name and Title of Signatories	Signature	Date mm/dd/yyyy
Erika Basile Director, Research Ethics		05/11/2016
Dr. Joseph Gilbert Chair, Health Sciences Research Ethics Board		05/11/2016

1. PURPOSE

This standard operating procedure (SOP) describes the duties of REB Office Personnel serving as members of the Research Ethics Board (REB).

2. GENERAL POLICY STATEMENT

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3. RESPONSIBILITY

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for clearly articulating all required duties associated with membership to the REB to potential and current REB members.

REB members and alternates are responsible for fulfilling their duties as specified in this SOP.

4. DEFINITIONS

See Glossary of Terms

5. SPECIFIC POLICIES AND PROCEDURES.

Each REB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill his or her duties, REB members must be versed in regulations governing human participants' protection and biomedical research ethics, and policies germane to human research participant protection.

5.1. Duties

- 5.1.1. REB Office Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- 5.1.2. REB Office Personnel that have been appointed to serve as REB members may perform delegated review in accordance with the delegated review procedure;
- 5.1.3. The assignment of these tasks to REB Office Personnel will be documented.

5.2. Appointment Criteria

5.2.1. REB Office Personnel serving as REB members shall have knowledge, experience, and training comparable to what is expected of REB members. The REB shall ensure that Office Personnel can fulfill their responsibilities as REB members independently.

5.3. Training and Education

5.3.1. REB Office Personnel serving as REB members are expected to additionally follow training and education procedures for REB members.

5.4. Conflict of Interest

5.4.1. REB Office Personnel serving as REB members are additionally expected to follow conflict of interest procedures for REB members.

6. REFERENCES

7. SOP HISTORY

SOP Number.Version	Key Changes	Effective Date mm/dd/yyyy
203.001	Original	9/25/2014
203.002	Minor Administrative Changes	05/11/2016