



SOP Title	Management of Office of Human Research Ethics Staff
Number.Version	N103.003
Effective Date	05/11/2018

Approvals

Name and Title of Signatories	Signature	Date mm/dd/yyyy
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1. PURPOSE

The purpose of this standard operating procedure (SOP) is to describe the overall management of the Office of Human Research Ethics (OHRE) staff.

2. GENERAL POLICY STATEMENT

OHRE staff provides consistency, expertise and administrative support to the Non-Medical Research Ethics Board (NMREB), and serve as a daily link between the NMREB and the research community. OHRE staff are vital to ensuring the efficient and effective administration and enforcement of NMREB decisions, thus the highest level of professionalism and integrity is expected.

3. RESPONSIBILITY

This SOP applies to the NMREB Chair, vice-chair(s) and Director.

The Director is responsible for determining staffing requirements and for hiring and evaluating the ongoing performance of OHRE staff in accordance with the Human Resource policies of The University of Western Ontario (Western University).

Western University shall provide sufficient resources (e.g., staffing, office space, meeting space, educational funding, computer hardware and software) to adequately support the functions of the NMREB.

4. DEFINITIONS

See Glossary of Terms

5. SPECIFIC POLICIES AND PROCEDURES.

5.1. Job Descriptions

5.1.1. The Director or designee is responsible for establishing the role requirements for the OHRE staff, in accordance with Western University human resource (HR) policies and procedure;

5.1.2. The Director or designee will provide each OHRE staff member with a copy of their Role Profile, and access to Western University HR policies and procedures.

5.2. Hiring and Terminating OHRE staff

5.2.1. The Director is accountable for the recruitment, hiring, and termination of OHRE staff, in accordance with Western University HR policies and procedures.

5.3. Delegation of Authority or Responsibility

5.3.1. The NMREB Chair may formally delegate appropriate tasks or responsibilities to an OHRE office staff member if the staff member has the expertise to carry out the task(s), the task is compliant with the NMREB SOPs and the task delegation has been agreed to by both the staff member and the Director.

5.4. Performance Evaluations

5.4.1. Performance feedback will be provided on an ongoing basis,

5.4.2. The Director is responsible for conducting performance evaluations of OHRE staff in accordance with Western University resource (HR) policies and procedures;

5.4.3. Input from the research community, office colleagues, NMREB members including the NMREB Chair may be gathered as part of the performance evaluation process.

5.5. Documentation

5.5.1. The Director or designee will follow Western University policies and procedures for identifying, documenting and retaining formal staff interactions (such as performance reviews, termination procedures).

5.6. Periodic Evaluation of REO Human Resource Needs

5.6.1. The Director or designee shall conduct a periodic evaluation of the adequacy of the OHRE resources;

5.6.2. The evaluation will assess whether the OHRE staffing, equipment, finances and space are adequate to carry out its function in support of OHRE and NMREB;

5.6.3. The Director discusses the need for additional resources with the Director, Finance and the AVP Research as appropriate;

5.6.4. The Director will submit an annual report to the AVP Research for reporting to the UWO Board of Directors.

6. REFERENCES

6.1. OHRE Staff job descriptions

6.2. The University of Western Ontario's Human Resource Policies and Procedures.

7. SOP HISTORY

SOP Number.Version	Key Changes	Effective Date mm/dd/yyyy
N103.001	Original	12/07/2015
N103.002	Change OHRE to OHRE	06/09/2016
N103.003	Update to NMREB Chair & Administrative Corrections	05/11/2018