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| This checklist supports IRB staff in the addition of an IRB member and is recorded as part of the member’s record (see HRP-082 IRB Membership Addition).  |
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| 1. Membership Documentation

The Operations Manager will facilitate and manage the following, to ensure documents are retained in the IRB member’s record per “HRP-082: IRB Membership Addition.” |
| [ ]  | Completion HRP- 202 - FORM - IRB Member Information |
| [ ]  | Copy of current resume or curriculum vitae |
| [ ]  | Copy of the Report of External Professional Activities |
| [ ]  | Copy of IRB Appointment Letter |
| [ ]  | Update HRP-601-IRB Roster |
| 1. Membership Overview

The Operations Manager will schedule the introductory meeting and provide the member resource packet per “HRP-082: IRB Membership Addition.” The Assistant IRB Director and Executive HRPP Director will facilitate the membership introductory meeting per “HRP-082: IRB Membership Addition.” |
| [ ]  | Attended Introductory MeetingDate of Meeting: Click or tap here to enter text. |
| [ ]  | The following topics were covered in the introductory meeting: |
| [ ]  State of IRB Affairs | [ ]  Panel Assignment and Availability |
| [ ]  Role of the IRB at the Institution | [ ]  Member Training Requirements and Process |
| [ ]  Member Attendance | [ ]  Identify a goal start date for IRB Appointment |
| [ ]  Member Compensation |  |
| [ ]  | Provide member resource packet |
| 1. Initial IRB Training

The Education and Outreach Specialist will facilitate the following initial IRB member training activities. The Education and Outreach Specialist is responsible for ensuring completed copies of any forms are sent to the Operations Manager. |
| [ ]  | Completed IRB Membership Training Video or E-ROCDate of Completion: Click or tap here to enter text. |
| [ ]  | Completed Assessing Capacity to Consent, Online CourseDate of Completion: Click or tap here to enter text. |
| [ ]  | Completed IRB Member Orientation Meeting: Date of Meeting: Click or tap here to enter text. |
| [ ]  | The following topics were covered in the IRB Member Orientation Meeting: |
| [ ]  IRB Process (Submission to Post Review) | [ ]  IRB Decision-Making |
| [ ]  Toolkit Overview | [ ]  Member Roles |
| [ ]  Criteria for IRB Approval | [ ]  ETHOS Navigation and Resources |
| [ ]  Conduct of IRB Review: Best Practices | [ ]  Shadowing a Panel |
| 1. ETHOS

The Operations Manager will facilitate and manage the following, to ensure the new member has appropriate access to ETHOS. |
| [ ]  | Add and confirm IRB Membership Role Access with ORIS |
| [ ]  | Add IRB Member to designated panel |
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