HRP-382 | 6/30/2024

WORKSHEET: IRB Member Addition

This document 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).

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, if applicable

[ ]  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 Directors and Executive HRPP Director will facilitate the membership introductory meeting per “HRP-082: IRB Membership Addition.”*

[ ]  Attended Introductory Meeting

 Date of meeting: Click or tap here to enter text.

The following topics were covered in the introductory meeting:

[ ]  State of IRB Affairs

[ ]  Role of the IRB at the Institution

[ ]  Member Attendance

[ ]  Member Compensation

[ ]  Panel Assignment and Availability

[ ]  Member Training Requirements and Process

[ ]  Identify goal start date for IRB Appointment

1. Initial IRB Training

*The Operations Manager will facilitate the following initial IRB member training activities.*

[ ]  E-ROC

 Date of completion: Click or tap here to enter text.

[ ]  Assessing Capacity to Consent, Online Course

 Date of completion: Click or tap here to enter text.

[ ]  IRB Member Orientation Meeting

 Date of meeting: Click or tap here to enter text.

[ ]  Shadowing an IRB 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)

[ ]  Toolkit Overview

[ ]  Criteria for IRB Approval

[ ]  Conduct of IRB Review: Best Practices

[ ]  IRB Decision-Making

[ ]  Member Roles

[ ]  ETHOS Navigation and Resources

[ ]  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