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