



SOP Title	Office of Human Research Ethics Staff Serving as REB Members
Number.Version	203.003
Effective Date	January 27, 2022

Approvals

Name and Title of Signatories	Signature	Date mm/dd/yyyy
Erika Basile Director, Research Ethics and Compliance		20 Jan 2022
Dr. Philip Jones Chair, Health Sciences Research Ethics Board		27 Jan 2022

1. PURPOSE

This standard operating procedure (SOP) describes the duties of Office of Human Research Ethics (OHRE) staff serving as members of the Health Sciences Research Ethics Board (HSREB).

2. GENERAL POLICY STATEMENT

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

3. RESPONSIBILITY

All HSREB members and OHRE staff are responsible for ensuring that the requirements of this SOP are met.

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

HSREB 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 HSREB 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 their duties, HSREB 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. OHRE staff 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. OHRE staff that have been appointed to serve as HSREB members may perform delegated review in accordance with the delegated review procedure;
- 5.1.3. The assignment of these tasks to OHRE staff will be documented.

5.2. Appointment Criteria

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

5.3. Training and Education

5.3.1. OHRE staff serving as HSREB members are expected to additionally follow training and education procedures for HSREB members.

5.4. Conflict of Interest

5.4.1. OHRE staff serving as HSREB members are additionally expected to follow conflict of interest procedures for HSREB 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
203.003	Minor Administrative Changes	01/27/2022