

Department: UAMS Institutional Review Board
Policy Number: 1.7
Section: Principles and Authority
Effective Date: February 8, 2005
Revision Dates: N/A

SUBJECT: Executive Committee

Purpose: The purpose of this policy and procedure is to describe the role and responsibility of the IRB Executive Committee (EC).

Policy: The EC will be maintained as an active resource to identify new IRB policies and procedures necessary to ensure the efficient operation of the IRB Administrative Office and IRB Committees and to ensure compliance with the standards of human subject protections as set forth in the Belmont Report and federal, state and institutional rules and regulation. Minutes of each EC meeting will be maintained and signed by the EC Chair.

EC Composition: The EC will consist of the Vice Chancellor for Academic Affairs and Research, the Chairpersons of each IRB Committee, the Office of Research and Sponsored Programs (ORSP) Director and Associate Director, and the Office for Research Compliance (ORC) Director. The Assistant Vice Chancellor for Research will serve as the Chair of the EC. Legal Counsel and a representative from the CAVHS Research and Development Committee are ex-officio members of the EC. In addition, IRB Committee members, Investigators, or other individuals will be invited to the meetings as their presence is warranted.

Materials: None

References: Charter

Procedure:

1. Required Meeting: Each January, the EC will review the resources allocated to the human research protection program to ensure that the necessary protections are in place for thorough and timely review and oversight. This will include at a minimum a review of:

- a. The financial allocations for IRB operations, including staffing, office equipment and space;
- b. The number of IRBs in operation;
- c. The volume and types of research reviewed;
- d. The associated workloads of the IRB Reviewers, Chairs and Staff Members; and
- e. The performance of the IRB Reviewers and any training or replacement recommendations.

2. Additional Meetings: The EC will meet, as needed, to address policy concerns, updates, or new regulations and to review, revise and/or draft policies and procedures. Recommendations for agenda items may originate from the IRB Committees, Administrators, Research Personnel or other Institutional Committee.