

Department: UAMS Institutional Review Board
Policy Number: 3.9
Section: Committee Membership
Effective Date: July 31, 2002
Revision Dates: February 8, 2005; March 12, 2004; November 18, 2002

SUBJECT: Consultants

Policy: The IRB at its discretion may invite scientists or non-scientists from within or outside the University of Arkansas, who are not members of the IRB and have special expertise to function as consultants for study applications and to assist the IRB in its review process. Their identities will be kept confidential to the extent allowed by federal regulations.

Procedure:

1. IRB Members may:
 - 1.1 Request the Chair identify a consultant if they are assigned a review that is out of their area of expertise.
 - 1.2 Obtain consultations by directly contacting a colleague, provided they are cognizant of potential or real conflicts of interest and confidentiality issues.
 - 1.2.1. If Member contacts a colleague directly, s/he will provide a written summary of the consultation in the comments section of ARIA, noting the qualifications of the consultant.
2. The IRB Chair will
 - 2.1 Evaluate submitted research for the need for consultation.
 - 2.2 If a consultant is needed, the chair will identify and contact an appropriate consultant.
 - 2.3 Provide the consultant with a copy of the IRB Conflict of Interest Policy, or verbally explain the Policy to the consultant, and determine whether the consultant has a conflicting interest. If the consultant has a conflicting interest, identify a replacement consultant.
 - 2.4 Provide the IRB with written summary of the consultant's determinations.
3. The Consultant will:
 - 3.1 Have access to all documents submitted to the IRB relevant to the specific project under review
 - 3.2 Immediately notify the Chair if upon review discovers s/he has a real or perceived conflict, so that the Chair may identify a new consultant.
 - 3.3 Provide a written summary of their review and recommendations.
 - 3.4 Attend IRB meeting, if requested, to participate in the deliberations and make recommendations on the project.
 - 3.5 Not vote or be included in determining or establishing quorum at the meetings