

Department: UAMS Institutional Review Board
Policy Number: 4.8
Section: Committee Operations
Effective Date: February 8, 2005
Revision Dates: NA

SUBJECT: IRB Staff Member Training

Policy: All IRB Staff must maintain a basic knowledge of the Federal Regulations, IRB Handbook and IRB Policies and Procedures.

IRB Staff Member Training Requirements:

Initial Training:

Completion of the UAMS Human Subject Protections and UAMS HIPAA for Research computer based courses.

Completion of OHRP Training Modules for Assurances.

Annual Training:

Attending at least three education sessions sponsored by ORC.

Certification:

IRB Certification is strongly encouraged.

* The National Association of IRB Managers (NAIM) offers a Certification in IRB Management (CIM).

* Completion of the course offered by the Council for Certification of IRB Professionals (CCIP) would qualify staff as a Certified IRB Professional (CIP).

Staff Responsibilities:

Local, regional or national conference: Each staff member is responsible for identifying educational opportunities to obtain or retain certification. Upon identification of a course, a budget for the proposed course must be developed and presented to the ORSP Associate Director (IRB Director). The ORSP Director and Associate Director will give final approval. Experience, job responsibilities and certification requirements will determine the priority for attending educational conferences.