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| **Department:** | **UAMS Institutional Review Board** |
| **Policy Number:** | **4.6** |
| **Section:** | **Committee Operations** |
| **Effective Date:** | **July 31, 2002** |
| **Revision Dates:** | **November 18, 2002; March 12, 2004; February 8, 2005; August 17, 2015; February 15, 2016** |

**SUBJECT: Duties of IRB Staff**

**1. Study Specific**

1.1 Review materials for completeness before review by the IRB:

a. Full protocol

b. Informed consent form

c. Appropriate completion of Original Submission Form

d. Any relevant merit reviews or grant applications

e. Investigator’s brochure

f. Advertisements or subject information

g. Subject surveys or questionnaires

h. Appropriate documentation of required investigator training certificates

i. Indemnity letter from sponsor, if appropriate

j. HIPAA Authorization, if appropriate

k. Data Safety Monitoring Plan

l. Appropriate completion of Continuing Review Forms

m. Appropriate completion of Modification Forms

1.2 Verify receipt of current consent form and/or protocols for study revisions and adverse event reports.

1.3 Contact researcher for additional materials or submission changes when appropriate.

**2. Meeting specific**

2.1 Coordinate the location and snacks for meeting.

2.2 Verify attendance at meetings to assure quorum, both prior to and during the meeting.

2.3 Prepare and disseminate agenda prior to the meetings.

2.4 Provide members with appropriate background and summary information on policies, rules, and regulations pertaining to issues relevant to protocol review.

2.5 Assist the Chair in taking notes at the IRB meeting.

2.6 Prepare correspondence for signature by the Chair.

2.7 Follow up as needed on all items marked as Pending, such as IND/IDE

#s or other committee approvals.

**3. General Duties**

3.1 Ensure accuracy of data in IRB e-system.

3.2 Disseminate and collect annual IRB questionnaires on COI and Affiliation.

3.3 Provide assistance to members and research staff with questions regarding regulations, IRB policies and procedures and the IRB e-system.

3.4 Maintain IRB roster; ensure the rosters are updated as needed and submitted to OHRP and posted on the IRB. Members are identified by name; gender; earned degrees or applicable licenses; primary scientific/non-scientific specialty area; representative capacity; and any employment or other relationship between each member, or their immediate family and the institution or its affiliates.

3.5 All new IRB Staff must complete the initial CITI course within 15 days of hire. All IRB Staff must comply with UAMS Admin Guide Policy 16.01.06 regarding CITI renewal course requirements.

3.6 IRB staff is expected to seek out ongoing education opportunities each year. This may be met by attendance at IRB Committee meetings, attendance of education programs sponsored by the Office of Research Compliance, attending annual conferences, or reading the IRB Blogs that present policy and procedure tips or updates.

On an as needed and annual basis, IRB Staff will be provided with feedback as to their performance. Failure to meet the duties outlined in this policy will be addressed as outlined by UAMS Human Resources policies.