

Department: UAMS Institutional Review Board
Policy Number: 3.1
Section: Committee Membership
Effective Date: July 31, 2002
Revision Date: March 5, 2004; June 1, 2005; January 24, 2011; March 11, 2011;
August 6, 2015; February 15, 2016; April 17, 2019; June 15,
2020; September 15, 2023

SUBJECT: Qualifications of Committees

POLICY

Each IRB committee will include a diverse membership, including consideration of race, gender, cultural background, sensitivity to community attitudes, and varying educational and professional backgrounds, to promote respect for its advice and counsel.

PROCEDURE

- A. As indicated in UAMS IRB Policy 3.6, *IRB Reviewers and Alternates*, each IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas. Each IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution. Each IRB shall have at least five members. A non-scientist must be present to conduct business. IRB Policy 3.2, *Quorum*, describes the procedure for determining if a quorum, including having the appropriate expertise, is present.
- B. As indicated in UAMS IRB Policy 3.3, *IRB Reviewer and Consultant Conflict of Interest*, no IRB may have a member participate in the review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.
- C. As indicated in IRB Policy 3.9, *Consultants*, the IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues, which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.
- D. The IRB Committee membership must be sufficiently qualified through the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel.
- E. IRB rosters shall identify each member by name; earned degrees; representative capacity (scientist/nonscientist) and institutional affiliation. Additional relevant information related to the reviewers' anticipated contributions to IRB deliberations shall be documented on reviewer resumes/CVs and in the IRB office records. Relevant information shall include such indications of experience such as board certifications and licenses and any employment or other relationship between each member and the institution; for example: full-time employee, part-time employee, member of governing panel or board, stockholder, paid or unpaid consultant.
- F. Composition of IRB Committees' membership must be adequate in light of the anticipated scope of research activities it reviews, and the types of subject populations likely to be involved. The IRB Committee must also be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice.
- G. Every nondiscriminatory effort shall be made to ensure no IRB consists entirely of men or entirely of women, and no IRB may consist entirely of members of one profession.
- H. The IRB chair and IRB office staff will make assignments to individual reviewers. Reviews shall be assigned based upon the type of study and reviewers' expertise, background, and qualifications.

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- I. The IRB chair and IRB office staff will work collaboratively to ensure agenda items are assigned to appropriately qualified committees.
- J. An IRB Committee considering a protocol involving children as subjects should (A) assess its needs for pediatric expertise among the IRB voting membership to assure that it possesses the professional competence necessary to review the specific research activities and (B) consider inclusion of one or more individuals who are knowledgeable about and experienced in working with children. To fulfill this requirement, the IRB Committee may invite nonvoting individuals to assist in the review of issues which require expertise beyond, or in addition to, that available among voting IRB members.
- K. As indicated in IRB Policy 17.9, *Prisoners Involved in Research*, when the IRB reviews research involving prisoners, at least one member of the IRB will be a prisoner representative with appropriate background and experience to serve in that capacity.

REFERENCES

45 CFR 46.107
45 CFR 46.111(a)(1) and (a)(2)
21 CFR 56.107
21 CFR 56.111(a)(1) and (2)
AAHRPP Elements I.1.F and II.1.E

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