

<b>SOP: GA 103</b> <b>Version No: 1</b> <b>Effective Date: 1/6/06</b>	<b>MANAGEMENT OF IRB PERSONNEL</b>	<b>Supersedes Document</b> <b>Dated:</b>
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**1. POLICY**

The OROC staff provides consistency, expertise, and administrative support to the IRB and serves as a daily link between the IRB and the research community. Thus, the OROC staff is the most vital component in the effective operation of Sparrow Health System’s human subjects protection program. Therefore, the highest level of professionalism and integrity on the part of the OROC staff is expected.

**Specific Policies**

**1.1 Job Descriptions and Performance Evaluations**

Members of the OROC staff should have a description of the responsibilities expected of their positions. The performance of OROC staff will be reviewed according to current Sparrow Health System’s policy.

**1.2 Staff Positions**

Staffing levels and function allocation will be determined according to Sparrow Health System’s policy, management assessment of support requirements and budget constraints.

**1.3 Hiring and Terminating IRB Staff**

The human resource policies of Sparrow Health System determine the policies for recruiting and hiring staff.

**1.4 Delegation of Authority or Responsibility**

Delegation of specific functions, authorities, or responsibilities by the Chairperson, IRB Administrator or Institutional Official (IO) to a staff member must be documented in writing.

**1.5 Documentation**

The policies of Sparrow Health System’s Department of Human Resources determine the means of identifying, documenting and retaining formal staff interactions (such as performance reviews, termination procedures).

**2. SCOPE**

These policies and procedures apply to all OROC staff involved in the Sparrow Health System’s research community.

**3. RESPONSIBILITY**

Institutional Official is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of the IRB Administrator and for guiding the IRB Administrator in establishing personnel requirements for other IRB staff.

IRB Administrator is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of IRB staff.

IRB Chairperson (or designee) is responsible for providing input on the ongoing performance of the IRB Administrator to the Institutional Official.

**4. APPLICABLE REGULATIONS AND GUIDELINES**

Sparrow Health System’s Human Resources Administrative Policies and Procedures

**5. REFERENCES TO OTHER APPLICABLE SOPs**

This SOP affects all other SOPs.

**6. ATTACHMENTS**

See Human Resources for Job Descriptions

**7. PROCESS OVERVIEW**

Provide evaluations, annual reviews, establish goals and objectives consistent with Sparrow Health System’s Human Resources Administrative Policies and Procedures.

**8. PROCEDURES EMPLOYED TO IMPLEMENT THIS POLICY**

<b>Who</b>	<b>Task</b>	<b>Tool</b>
<i>Institutional Official</i>	With the input of the IRB Administrator, establish the requirements for IRB staff. Complete personnel recruitment and hiring as per HR policy.	Sparrow Health System’s (SHS) Human Resources (HR) Policies and Procedures
<i>IRB Administrator</i>	Compose job descriptions.	IRB Administrator Functions IRB Coordinator Functions
<i>IRB Administrator</i>	Ensure that IRB staff are adequately oriented and trained.	
<i>Institutional Official Director of Medical Education</i>	Performs evaluation, annual review, and establishes goals and objectives for the IRB Administrator.	Use appropriate HR forms
<i>IRB Administrator</i>	Ensure that IRB members are evaluated and trained.	
<i>IRB Administrator</i>	Evaluate the performance of the IRB Coordinator.	Use appropriate HR forms