

SOP: OR 202 Version No: 1 Effective Date: 10/06/06	MANAGEMENT OF IRB	Supercedes Document: 01/03
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1. POLICY

The management of the membership of the IRB(s) and oversight of member appointments, IRB related activities, communications, and other administrative details are the responsibility of the IRB Administrator.

Specific Policies

1.1 Term

Members, including the Chairperson, will serve on the IRB for a term of two years. Reappointment for additional terms may occur, by mutual agreement of the IRB Chairperson and the IO. The IO and the Chief of Staff reappoint the IRB Chairperson for additional terms.

1.2 Appointments

The IRB Chairperson in consultation with the hospital leadership has the authority to appoint members to the IRB. Members will be solicited from the Sparrow Health System and greater Lansing-area communities.

1.3 Resignations and Removals

A member may resign with notice before the conclusion of his/her term. The vacancy will be filled as quickly as possible. A member may be removed by the IRB Chairperson.

1.4 Compensation

Participation by Sparrow Health System faculty, staff, or students is considered a component of their job responsibilities as established by their supervisors. Regular members who are not affiliated with the Sparrow Health System shall receive parking tokens.

1.5 Liability Insurance

Regular and alternate members have liability insurance coverage as part of their IRB membership in their capacity as agents of the Sparrow Health System.

2. SCOPE

This policies and procedures apply to IRB members and OROC staff.

3. RESPONSIBILITY

IRB Administrator is responsible for day-to-day management of the activities of IRB members.

IRB Chairperson (or designee) is responsible for management of the activities of the IRB members relevant to meeting conduct and review of research.

4. APPLICABLE REGULATIONS AND GUIDELINES

None

5. REFERENCES TO OTHER APPLICABLE SOPs

This SOP affects all other SOPs.

6. ATTACHMENTS

- OR 202-A New Member Information Packet Checklist
- OR 202-B New Member Welcome Letter
- OR 202-C IRB Appointment Agreement
- OR 202-D IRB Member Confidentiality Agreement
- OR 202-E Member Documentation Checklist
- GA 104-A IRB Member Recusal Agreement (Conflict of Interest)

7. PROCESS OVERVIEW

The IRB Chairperson and the IRB Administrator provide administration and oversight of the IRB to ensure IRB membership has the expertise and commitment to meet its regulatory and institutional mandates.

8. PROCEDURES EMPLOYED TO IMPLEMENT THIS POLICY

Who	Task	Tool
<i>IRB Administrator</i>	In consultation with the IRB Chairperson and other appropriate institutional parties, identify members of Sparrow Health System faculty and staff and members of the local community to serve on the IRB.	
<i>IRB Chairperson and IRB Administrator</i>	Discuss the responsibilities and time commitment of IRB membership with the interested parties. If the individual states he/she is indeed interested in becoming a member, the dates of all IRB meetings are given to the individual for consideration. Request the Curriculum Vitae (CV) for review.	
<i>IRB Administrator</i>	If Institutional Official and IRB Chairperson concur with the recommendation of the IRB Administrator, an Appointment Agreement Letter is sent out to the interested party, with copies to the institutional officials.	IRB Appointment Agreement New Member Welcome Letter IRB Member Recusal Agreement
<i>IRB Coordinator</i>	Send the new member a list of the current members on the IRB, listing their areas of expertise and telephone numbers. The new member is also given the New Member Information Packet. Notify the new member of the next meeting, sending a packet of agenda materials to review. Inform the member that he or she will not be assigned specific protocols to comment on until their second full meeting.	New Member Information Packet Checklist

<i>IRB Member</i>	<p>Read information in the New Member packet. Sign and return agreements, and review designated educational materials.</p> <p>Attend the next meeting of the IRB as an observer, in order to meet colleagues and observe the review process.</p> <p>New members are also to be sensitive to conflict of interest and confidentiality issues dealing with their service on the IRB.</p>	<p>IRB Member Confidentiality Agreement</p> <p>IRB Member Recusal Agreement</p> <p>IRB Appointment Agreement</p>
<i>IRB Chairperson</i> <i>IRB Administrator</i>	<p>Meet with the new member and review the role and responsibilities of being an IRB member, as well as the expectations of the position.</p>	
<i>IRB Administrator or</i> <i>IRB Coordinator</i>	<p>Document that the new member completed required training. If the new member has not completed required training within 90 days, remind the member to do so. If the member does not complete required training within the next 30 days, notify the IRB Chairperson.</p>	<p>GA 102-B Training Checklist and Documentation-IRB Members</p>