

<b>Title</b>	<b>REB Office Personnel Serving as REB Members</b>
<b>SOP Code</b>	204.002
<b>Effective Date</b>	01-July-2016

## Site Approvals

<b>Name and Title (typed or printed)</b>	<b>Signature</b>	<b>Date dd/mmm/yyyy</b>
Karine Morin Executive Director, Platforms	<i>original signed</i>	effective 01-July-2016

## 1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of REB Office Personnel serving as members of the Research Ethics Board (REB).

## 2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

## 3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for clearly articulating all required duties associated with membership to the REB to potential and current REB members.

REB members and alternates are responsible for fulfilling their duties as specified in this SOP.

## 4.0 DEFINITIONS

See Glossary of Terms.

## **5.0 PROCEDURE**

Each REB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill his or her duties, REB members must be versed in regulations governing human participants' protection and biomedical research ethics, and policies germane to human research participant protection.

### **5.1 Duties**

- 5.1.1 REB Office Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- 5.1.2 REB Office Personnel that have been appointed to serve as REB members may perform delegated review in accordance with the delegated review procedure;
- 5.1.2 The assignment of these tasks to REB Office Personnel will be documented.

### **5.2 Appointment Criteria**

- 5.2.1 REB Office Personnel serving as REB members shall have knowledge, experience, and training comparable to what is expected of REB members. The REB shall ensure that Office Personnel can fulfill their responsibilities as REB members independently.

### **5.4 Training and Education**

- 5.4.1 REB Office Personnel serving as REB members are expected to additionally follow training and education procedures for REB members.

### **5.5 Conflict of Interest**

- 5.5.1 REB Office Personnel serving as REB members are additionally expected to follow conflict of interest procedures for REB members.

## **6.0 REFERENCES**

See References.

**7.0 REVISION HISTORY**

<b>SOP Code</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
SOP204.001	01 July 2016	Original version
SOP204.002	01 July 2016	Version 2 - no changes