

<b>SOP Title:</b>	<b>Management of Research Ethics Office Personnel</b>		
<b>SOP #:</b>	I.05.001	<b>Original Issue Date:</b>	February 23, 2015
<b>Category:</b>	General Administration	<b>Reviewed/Effective Date:</b>	October 1, 2019
<b>Issued by:</b>	Research Ethics Office (REO)	<b>Revision Date:</b>	October 1, 2019
<b>Approved By:</b>	Dr. Elizabeth Stephenson		

### 1.0 PURPOSE

This standard operating procedure (SOP) describes the overall management of the Research Ethics Office (REO) Personnel.

### 2.0 POLICY STATEMENT

The REO Personnel provide consistency, expertise and administrative support to the REB, and serve as a daily link between the REB and the research community. The REO Personnel are vital to ensuring the efficient and effective administration and enforcement of REB decisions, thus the highest level of professionalism and integrity is expected.

### 3.0 DEFINITIONS

See Glossary of Terms

### 4.0 RESPONSIBILITY

This SOP applies to the REO Manager and the REB Chair. The Manager is accountable for determining staffing requirements and for hiring and evaluating the ongoing performance REO Personnel in accordance with SickKids Human Resource policies. The REB Chair and/or Manager may delegate tasks to qualified staff as outlined in this SOP. The organization is responsible for providing sufficient resources to adequately support the functions of the REB.

### 5.0 PROCEDURES

#### 5.1 Job Descriptions

- 5.1.1 Job descriptions will be developed to establish the role requirements for the REO Personnel, in accordance with organizational policies and procedures;
- 5.1.2 Each REO Personnel will be provided with a copy of his or her job description, job expectations and access to all applicable organizational policies and procedures.

#### 5.2 Responsibilities

- 5.2.1 REO Personnel responsibilities may include:
  - the pre-review of submissions and requests to the REB,
  - quality management activities,

- the management of administrative issues involving REB research ethics oversight as described by applicable REB policies,
- the implementation of REB directives, and
- the provision of advice and information to the REB.

### **5.3 Hiring and Terminating REO Personnel**

5.3.1 The organization will determine responsibility for the recruitment, hiring, and termination of REO Personnel, in accordance with organizational policies and procedures.

### **5.4 Delegation of Authority or Responsibility**

5.4.1 The REB Chair or designee may formally delegate appropriate tasks or responsibilities to an REO Personnel member if the individual has the expertise to carry out the task(s), the task is compliant with the REB SOPs and the task delegation has been agreed to by both the REO personnel and the organization.

### **5.5 Performance Evaluations and Documentation**

5.5.1 Performance feedback will be provided on an ongoing basis;

5.5.2 The organization will determine responsibility for conducting formal performance evaluations in accordance with organizational policies and procedures;

5.5.3 The organization will determine responsibility for identifying, documenting and retaining formal REO Personnel interactions.

### **5.6 Periodic Evaluation of REO Human Resource Needs**

5.6.1 A periodic evaluation of the adequacy of the REB resources will be conducted;

5.6.2 The evaluation will assess whether the REO Personnel, equipment, finances and space are adequate to carry out its function in support of the REB;

5.6.3 The assessment takes into consideration the volume, complexity and types of research projects administered by the REO Personnel and whether activities in support of the REB can be completed in a timely manner;

5.6.4 The need for additional resources will be discussed with the appropriate Organizational Official as appropriate.

## **6.0 REFERENCES**

See References