

SOP Title:	REO Personnel Serving as REB Members		
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Approved By:	Dr. Elizabeth Stephenson		

1.0 PURPOSE

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

2.0 POLICY STATEMENT

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.

3.0 DEFINITIONS

See Glossary of Terms

4.0 RESPONSIBILITY

All REB members and REO 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.

5.0 PROCEDURES

5.1 Duties

- 5.1.1 REO 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 REO Personnel that have been appointed to serve as REB members may perform delegated review in accordance with the delegated review procedure;
- 5.1.3 The assignment of these tasks to REO Personnel will be documented.

5.2 Appointment Criteria

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

5.3 Training and Education

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

5.4 Conflict of Interest

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

6.0 REFERENCES

See References