



Institutional Review Board Committee Member/IRB Chair Service Description

IRB COMMITTEE MEMBER:

POSITION SUMMARY

Review research activities involving human subjects to ensure ethical standards for the care and protection of human subjects. Review research proposals and reports of ongoing research to assure compliance with all pertinent regulations (federal, state and local) and with FHCRC policy.

RESPONSIBILITIES

1. Complete the Hutchinson Center's training in the conduct of human subjects research. Be familiar with all pertinent government regulations and FHCRC policy.
2. Read and review approximately 5-8 research proposals monthly. Evaluation the proposals and present to the committee during meeting.
3. Attend monthly meetings lasting approximately 3 hours (2:30-5:30 p.m.); participate in subcommittee activities.
4. Give timely notice to IRB staff regarding availability for meetings and review of materials.
5. Must be able to attend at least 50% of the scheduled IRB meetings.

TIME COMMITMENT

Each member belongs to one of two Institutional Review Board (IRB) committees. One committee meets on the 2nd Wednesday of each month; the other meets on the 4th Wednesday of each month except July. IRB duties will require approximately 7- 10 hours per month. (Four to five hours outside of meetings reading and reviewing protocols, plus committee meetings at the Hutchinson Center's facilities on Lake Union.) Members are asked to commit to a two-year term on the board.

IRB COORDINATION

The Institutional Review Office (IRO) is responsible for training and corresponding with IRB members. Since a quorum is required, if a member will miss the monthly review meeting, he or she is asked to inform the IRO two weeks in advance so the backup may be notified.

QUALIFICATIONS

- Must be comfortable with science and able to understand new concepts and ideas quickly.
- Must have critical thinking skills, be articulate and willing to be a dissenter.
- Must be willing and able to learn new medical and scientific terms.
- Must be willing to learn about research ethics
- Dependability is absolutely essential

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IRB COMMITTEE CHAIRPERSON:

In addition to the Individual Member Authorities and Responsibilities, the following responsibilities are detailed further in the Multi-Institutional Assurance

1. The Chairperson is expected to attend all scheduled meetings, and to conduct each meeting under and pursuant to Robert's Rules of Order. When conducting the meeting the Chairperson is expected to remind Committee Members of special considerations such as:
 - Findings for special populations
 - When there is a Committee Member conflict of interest
 - Confidentiality
 - Appropriate approval period (12 months or less) dependent on the degree of risk of the study
 - Appropriate type of review (full review, sub-committee review, or expedited review) for the Investigators response to Committee contingencies
2. The Chairperson is generally not assigned to pre-review activities and protocols on the agenda for detailed discussion, unless it becomes necessary to lighten the burden of other medical doctors on the board. The Chairperson, however, should be familiar with all activities on the agenda for discussion during the meeting.
3. The Chairperson will be called on to review during the following situations:
 - Expedited Review of all activities involving "invasive" methods.
 - Emergency Use Notifications in all instances; this sometimes involves consultations with investigator on the telephone for verbal approval which is then followed up with written documentation on the Emergency Treatment Report.
4. The Chairperson is expected to review and sign the following documents in an expeditious manner:
 - Letters to principal investigators detailing the results of the IRB deliberations.
 - Expedited review documentation for (i) minimal risk protocols or activities, and (ii) minor amendments and/or revisions to on-going activities, if either involve "invasive" procedures.
 - Emergency Use Notifications documentation.
5. The Chairperson should notify the Institutional Review Office of any extended period of leave (i.e. vacations, conferences, etc.) so that efforts to accomplish the above-referenced reviews can be arranged with an assigned alternate IRB member as designated by the Chairperson.
6. The Chairperson is also asked to be involved in deliberations and negotiations between the IRB and the FHCRC Administration concerning policy matters and operating procedures of the Institutional Review Office, as well as between the FHCRC Administration and other institutions with which the Center holds cooperative agreements or are negotiating such agreements.