

How to be an Appropriate IRB Chairman

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Learning Objectives

- Who may qualify as an IRB Chair and what are the unique responsibilities of the IRB Chair?
- What is the time commitment and compensation that may be provided to the Chair?

Qualifications and Responsibilities

- Chair must first be trained as an IRB Member and understand the roles and responsibilities of the Members
- Must have knowledge and expertise (either individually or within committee membership) to competently lead meeting and provide appropriate level of review

Qualifications and Responsibilities (continued)

- Works well with IRB staff and members
- Has respect of investigators and institutional officials
- Can lead a meeting efficiently and in a consistent manner
- Knows the rules of meeting conduct

Qualifications and Responsibilities (continued)

- Conduct expedited review of new research activity that is minimal risk or minor changes in previously approved research
- Conduct rapid review of incoming serious and unexpected adverse events

Time Commitment and Compensation for the Chair

- Methods of compensation:

Monthly payments

Funds to offset institutionally based salary

Provision of training (e.g., IRB conferences and scientific meetings)

Other Compensation Possibilities

- If faculty member, reduced teaching workload or involvement on other academic committees in order to offset time spent on IRB activity
- The IRB Office needs to continuously assess workload of Chair to assure the level of compensation is appropriate to the demands of the Chair.

Resources

- See attached sample FHCRC - IRB Member and Chair Service Description
- Robert's Rules of Order
[http://www robertsrules.org/](http://www.robertsrules.org/)

