



Title	Research Ethics Staff Serving as REB Members
SOP Code	204.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of Research Ethics staff 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

The REB Chair, Director, Research Ethics, and Organizational Official(s) are responsible for ensuring that the requirements of this SOP are met.

The Director, Research Ethics is responsible for ensuring that the Research Ethics staff serving as members have the requirements for fulfilling this role and the REB Chair or designee is responsible for clearly articulating all required duties associated with their duties as members of the REB.

Research Ethics staff are responsible for understanding and fulfilling their roles as REB members and as Research Ethics staff and managing real, potential or perceived COI appropriately.

The Organizational Official(s) is responsible for ensuring that the Research Ethics staff serving as members of the REB understand and execute their functions appropriately.

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 participant protection.

5.1 Duties

- 5.1.1 Research Ethics staff 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 Research Ethics staff 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 Research Ethics staff will be documented.

5.2 Appointment Criteria

- 5.2.1 Research Ethics staff 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 Research Ethics staff serving as REB members are expected to additionally follow training and education procedures for REB members.

5.5 Conflict of Interest

- 5.5.1 Research Ethics staff serving as REB members are additionally expected



6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP204.001	15-Sept-2014	Original version
SOP204.002	08-Mar-2016	No revisions needed
SOP204.003	08-Oct-2019	No revisions needed
SOP204.004	15-May-2023	No revisions needed