

<b>Title</b>	<b>Management of REB Office Personnel</b>
<b>SOP Code</b>	104.003
<b>Effective Date</b>	08-Oct-2019

### Site Approvals

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

## 1.0 PURPOSE

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

## 2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

## 3.0 RESPONSIBILITIES

The organizational officials, REB Chair or designee and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met. The organization is responsible for providing sufficient resources to adequately support the functions of the REB.

## 4.0 DEFINITIONS

See Glossary of Terms.

## 5.0 PROCEDURE

The REB Office Personnel provide consistency, expertise and administrative support to the REB, and serve as a daily link between the REB and the research community. The REB Office 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.

### 5.1 Job Descriptions

- 5.1.1 Job descriptions will be developed to establish the role requirements for the REB Office Personnel, in accordance with organizational policies and procedures;
- 5.1.2 Each REB Office 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 REB Office 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 REB Office Personnel

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

### 5.4 Delegation of Authority or Responsibility

- 5.4.1 Appropriate tasks or responsibilities may be delegated to the REB Office Personnel in accordance with organizational/REB policy, if the individual has the expertise to carry out the task(s), as per applicable guidelines.

## 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 REB Office Personnel interactions.

## 5.6 Periodic Evaluation of REB Office 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 REB Office 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 REB Office 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

Note: references will reflect the organizational policies and practices

## 7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP104.001	15-Sept-2014	Original version
SOP104.002	08-Mar-2016	5.4.1: revised wording for delegation of responsibilities to REB Office Personnel
SOP104.003	08-Oct-2019	No revisions needed