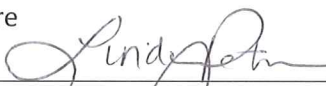





Standard Operating Procedures		
SOP #204.0 Revision 0	TITLE: IRB Use of Outside Expertise (Consultants)	Effective Date: 9/1/2015
Approved By: OIRB Director	Signature 	Date 9/2/2015
Approved By: IRB Chair	Signature 	Date 9/10/15

PURPOSE

To describe procedures by which the UNM IRB may request that individuals who have relevant expert knowledge (consultants) assist the IRB in the review of protocols.

REVISIONS FROM PREVIOUS VERSION

None

POLICY

Persons not otherwise affiliated with the UNM IRB who have relevant expert knowledge (consultants) may be requested to assist the board in the review of protocols. Consultants may make recommendations but may not vote.

RESPONSIBILITIES

Execution of SOP: OIRB Staff, IRB

PROCEDURE

The consultant will be given the relevant and necessary review materials and may be invited to attend an IRB meeting(s), either in person or by electronic means, to assist in the IRB's deliberations, and/or provide a written report to the IRB. The minutes of the relevant meeting(s) shall reflect that the consultant was participating or provided a written report.

Each protocol file for which the consultant provided input shall include reference to the consultant's IRB personnel file which will contain:

1. The consultant's qualifications to serve as an expert as relevant to the protocol;
2. A copy of the contract including compensation plan, if relevant;
3. A confidentiality agreement, including a conflict of interest disclosure statement, signed by the consultant. (See SOP 201 IRB Member and Consultant Conflict of Interest).