

Standard Operating Procedures		
SOP #204.1 Revision 1	TITLE: IRB Use of Outside Expertise (Consultants)	Effective Date: 3/1/2019
Approved By: OIRB Director	Signature 	Date 3/1/2019
Approved By: IRB Chair	Signature 	Date 3/1/2019

PURPOSE

To describe procedures for expert review by consultants and documentation maintained for consultants.

REVISIONS FROM PREVIOUS VERSION

Clarification of purpose of the SOP and documentation maintained for consultants in IRB records

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 following records will be maintained for each consultant and updated every 3 years:

1. A signed confidentiality statement (required only once).
2. CV.
3. Consultant Information form that includes contact information.
4. COI Statement form.