

Standard Operating Procedures		
SOP #102.1 Revision 1	TITLE: Performance Evaluation of IRB Chairs, Vice-Chairs, and Members	Effective Date: 5/3/2018
Approved By: OIRB Director	Signature 	Date 5/23/2018
Approved By: IRB Chair	Signature 	Date 5/29/2018

PURPOSE

To describe the Office of the IRB’s (OIRB) process for evaluating the performance of IRB members as a part of the overall evaluation of the Human Research Protections Program (HRPP).

REVISIONS FROM PREVIOUS VERSION

Corrections to the timeline for Chair evaluations and stakeholders in the process

POLICY

The periodic assessment of IRB Chairs, vice-chairs, and IRB members is essential to a well-functioning HRPP and IRB. Evaluations serve to validate performance, identify areas which need improvement, both in function and knowledge, and make changes in membership and training efforts when appropriate.

RESPONSIBILITIES

Execution of SOP: OIRB Staff, IRB, IRB Chairs, IO

PROCEDURE

Chairs, Vice-Chairs, and members are evaluated at least annually to assess their knowledge of ethical principles and basic regulatory requirements; attendance at, preparedness for and participation in meetings; reviews conducted; and participation in continuing education/training opportunities. The evaluation process for members should take place in the late spring each year, prior to the expiration of member terms (end of fiscal year). Chairs will be evaluated at the end of the calendar year.

Self-Evaluation

Members will be asked to complete the IRB Member Self-Evaluation annually. This form is designed to obtain information about their experience as an IRB Member in order to improve the training program for IRB members and to ensure that IRB members have the tools and knowledge needed to perform this important function. The self-evaluation form will also be used as part of the annual assessment of IRB member performance. Members will be asked to evaluate themselves in the following areas:

1. Knowledge and application of the federal regulations and ethical principles concerning human research protections
2. Knowledge and application of IRB policies and procedures
3. Participation in the meeting discussions
4. Attendance at convened IRB meetings
5. Comfort level contacting the investigators, IRB Chairs, Vice-Chairs, and/or OIRB staff for additional information prior to the meeting
6. Attendance at training and educational activities

Additional comments related to the member's service on the IRB and/or suggestions for improvement of the HRPP may be included at the member's discretion.

Member Evaluation by the Chairs/Vice-Chairs and OIRB Staff

The Chair/Vice-Chair and OIRB Director will complete a performance evaluation for each regular and alternate member of the IRB. The OIRB staff will provide statistics on attendance at convened IRB meetings, the number of reviews assigned/completed by each member, and other feedback as requested. Members will be evaluated on the following:

1. Understanding of the principles of the Belmont Report
2. Understanding of federal, state, and local rules and regulations, and institutional policies governing human subjects research
3. Adequate completion of assigned reviews
4. Attendance at 80% of designated meetings
5. Contribution to meeting discussions
6. Representation of the community viewpoint (non-scientific and/or non-affiliated members only)

Evaluation of the Chairs/Vice-Chairs

Members will be asked to complete a Performance Evaluation of IRB Chair/Vice-Chair separately for each. This evaluation form will be used as part of the annual assessment of each IRB Chair/Vice-Chair's performance. Members will be asked to evaluate each Chair/Vice-Chair in the following areas:

1. Knowledge regarding the IRB process
2. Understanding of ethical issues, state law, institutional policies, and federal regulations regarding human research
3. Ability to keep members focused on the meeting agenda/topics of discussion
4. Encouraging participation of all board members in discussions
5. Encouraging participation of non-scientific/non-affiliate members of the board
6. Ability to problem-solve or provide possible solutions to the investigators if a proposal requires major revisions
7. Ability to summarize the specific issues that need to be addressed by an investigator in order to have a proposal approved by the IRB

Additional comments related to the performance on the Chair/Vice-Chair and/or suggestions for improvement may be included at the member's discretion.

Evaluation Results

Each member will receive a copy of their evaluation. If needed, OIRB staff and/or the Chair/Vice-Chair will work with each member to develop a plan to improve the individual's knowledge, skills, and performance.

A summary of the Chair evaluations will be reviewed by the Institutional Official (IO). Feedback from the IO will be returned to the Chairs.

Outcomes of the evaluation process will be used to make determinations regarding training development, overall improvement of the HRPP, and the composition of the IRB itself. Based on the outcome of the evaluation process, the needs and composition of IRB membership will be revised.



MATERIALS

IRB Member Self-Evaluation Form

Performance Review of IRB Chair/Vice-Chair

Performance Evaluation for IRB Members