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.