

**The Christ Hospital IRB**  
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(I.1.D, 1.1.E, II.1.A)

**Number:** 1.12  
**Effective Date:** 02/09  
**Revised/Reviewed Date:** 04/21

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## STANDARD OPERATING PROCEDURE

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### New IRB Members

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#### **POLICY:**

The President/CEO of The Christ Hospital will appoint IRB members, including the Chair, in accordance with federal regulations for a non-specific term. They will serve without compensation, although the chairperson receives compensation due to the extended duties and time requirement. The board will be multi-disciplined and be comprised of at least five voting members (including the chairperson). The voting members will be representative of the active medical staff, a pharmacist, at least one scientific and one non-scientific discipline and at least one unaffiliated member. There will be ethnic and gender diversity. In addition, several persons will be appointed to serve in ex officio capacity without vote. Consultants may be asked to serve without vote where their particular competence would assist the consideration of the board, for example, an attorney, clergy, social worker, and medical specialists. Attendance is recorded and if a member misses a majority of meetings without substantive cause/explanation, the Chair will discuss the advisability of resignation with the board member and report to the President/CEO of The Christ Hospital.

#### **PROCEDURE**

1. When a new member is appointed to the IRB, he/she must submit a Curriculum Vitae (CV) to the IRB Office staff in order to keep on file in the IRB records. The member must provide an updated CV annually, or as requested by the IRB staff.
2. The individual must complete the CITI on-line human research protection course as outlined in SOP 3.12. This course must be completed every 3 years.
3. The IRB Staff will provide the new member with the following documents for review and reference:
  - IRB Member Handbook
  - IRB Reviewer Checklist
  - SOP 2.01 Guidelines for Protocol Submission
  - SOP 3.01 Scientific/Scholarly Review of Protocols – Minimizing Risk to Subjects
  - SOP 3.12 Education of IRB Staff/Board Members/Investigators
4. The new member must complete a Conflict of Interest form. This form must be completed annually.
5. The new IRB member must attend one IRB meeting as an “observer” prior to being appointed as a “voting” member.

6. The new member is also strongly urged to attend a local research seminar, which takes place each year in the fall. While such a program is considered to be a valuable educational tool, attendance is not mandatory.

**REFERENCES:**

SOP 2.01 Guidelines for Protocol Submission

SOP 3.01 Scientific/Scholarly Review of Protocols – Minimizing Risk to Subjects

SOP 3.12 Education of IRB Staff/Board Members/Investigators

**REVISION HISTORY:**

Date Revised	Reason For Change	Revised By
04/26/21	Removed Application Review Guide; Included compensation for IRB Chair; Minor Administrative Changes; Updated AAHRPP Elements	Erica