



Purpose:	To provide Island Health a standardized approach for management of the membership of the Research Ethics Boards (REBs).
Context:	<p>Island Health offers programs and services on the unceded and traditional territories of the Coast Salish, Nuuchah-nulth, and Kwakwaka'wakw Peoples.</p> <p>As a signatory to the 2015 Declaration of Commitment to Cultural Safety and Cultural Humility, Island Health is committed to addressing the ongoing impacts of colonialism and Indigenous-specific racism in order to provide a culturally safe, inclusive, healthy and respectful environment.</p> <p>The organization is committed to strengthening diversity, equity and inclusion to enable excellence in health and care for everyone, everywhere, every time. Through these commitments, Island Health strives to deliver the highest possible standard of care and to promote safe workplaces.</p>
Scope:	<ul style="list-style-type: none"> • Affected Roles <ul style="list-style-type: none"> ○ Vice-President, Quality, Research and Chief Nursing & Allied Health Officer ○ Executive Medical Director, Medical and Academic Affairs ○ REB Office Personnel; REB Chairs, and members • Environment <ul style="list-style-type: none"> ○ Research Environment
Outcomes:	<ul style="list-style-type: none"> • Identify and outline the procedures that articulate the management of the REBs at Island Health.

1 Responsibilities

- 1.1 All REB members and REB Office Personnel are responsible for ensuring that the requirements of this standard operating procedure (SOP) are met.
- 1.2 The REB Chairs or their designees are responsible for monitoring the REB membership.

2 Procedure

REB membership (e.g. appointment, terms) must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience, and expertise for the type and volume of research reviewed.

The primary administrative management of the membership of the REBs and oversight of member appointments, REB related activities, communications, and other operational details are the responsibility of the Manager, Research Ethics & Compliance in conjunction with the Coordinators, Research Ethics.

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2.1 Appointments – Regular Members and Alternates

- a) The REB Chairs, in consultation with the Manager, Research Ethics & Compliance, and Coordinators, Research Ethics have the authority to appoint members to the REBs. This process is outlined in each of Island Health’s REB Terms of Reference, kept on file at the REB Office. Members will be solicited from the Health Authority and the greater Vancouver Island and island communities;
- b) Community members (meeting membership requirements) are solicited from the greater local community;
- c) Each REB member selected is approved by the REB Chair or designee, or as determined by the Island Health REB Terms of Reference;
- d) Candidates selected to serve on the REB will be asked to sign a letter of appointment and a *Confidentiality of Information and Conflict of Interest Agreement*.

2.2 Appointments – REB Chair

- a) The REB Chair is appointed as per the REB’s Terms of Reference;
- b) The REB Chair will be asked to sign a *Confidentiality of Information and Conflict of Interest Agreement*.

2.3 Ad Hoc Advisors

At their discretion, the REB Chair or designee may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the REB.

2.4 Terms of Appointment

- a) The initial term of an REB member appointment is one year;
- b) Renewal of appointment may occur for a term of 2 years, by mutual agreement of the REB member, REB Chair, Coordinator, Research Ethics (for the applicable Board), and Manager, Research Ethics & Compliance. An additional 2 year renewal period may be granted upon mutual agreement. Every effort will be made to ensure continuity and a core of knowledgeable and experienced members;
- c) The Chair of the REB will be appointed by the Executive Medical Director, Medical and Academic Affairs and shall serve, initially, for a term of one year, renewable at the discretion of the Executive Medical Director, Medical and Academic Affairs and with the agreement of the REB Chair, for an additional two years. At the expiry of the initial three year term, the appointment may be renewable for additional

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term(s) with the agreement of the REB Chair and at the discretion of the Executive Medical Director, Medical and Academic Affairs;

- d) Terms will be overlapping to preserve the experience level, expertise, and continuity of the REB.

2.5 Qualifications and Training of REB Members

- a) Each member of the REB will follow qualification and training procedures as outlined by the Island Health Research Ethics & Compliance office.

2.6 Resignations and Removals

- a) A member may resign before the conclusion of their term upon provision of notice to the REB Chair or designee. The vacancy will be filled as quickly as possible;
- b) An REB member may be asked to step down if they regularly miss scheduled Full Board meetings in their term;
- c) The REB Chair or designee may otherwise remove an REB member at any time, if they are not fulfilling their designated REB duties in a timely, competent, and ethical manner;
- d) An REB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest, or any other relevant behavior that could be perceived as compromising their ethical judgment;
- e) Every effort will be made to recruit a similarly qualified replacement prior to the departure of a member to preserve the level of experience and expertise and to ensure the continuity of the functions of the REB.

2.7 Compensation

- a) Participation by Island Health medical staff and employees will be remunerated for their service at the discretion of the Manager, Research Ethics & Compliance. Community members, and patient partners shall receive remuneration at the same rate as other REB members. Expenses for REB members are provided for parking and other miscellaneous items, and permitted by the Manager, Research Ethics & Compliance.

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2.8 Liability and Coverage

- a) Any employee of Island Health is automatically covered by Island Health’s liability insurance. For non-employees, Island Health's liability coverage is also extended to include:
 - "members of medical and other advisory boards and committees, and medical staff and professional staff committees while acting in their capacity as committee members."
 - "physicians, interns, residents, dentists, or midwives, but only in the performance of their administrative duties on behalf of (Island Health)."

2.9 Documentation

- a) The REB Office Personnel will maintain an updated electronic REB membership list;
- b) The REB membership list is reviewed and updated as required, or with the initiation of new or conclusion/termination of existing terms;
- c) The current REB membership list is available on the Island Health Research Ethics & Compliance website under each REB’s webpage.
- d) Archived REB membership lists are kept on file within the Island Health Research Ethics & Compliance office;
- e) CVs, other supporting documents related to education and expertise, signed members’ letters of appointment and confidentiality agreements for all current and past REB members will be maintained in the Research Ethics & Compliance office;
- f) REB rosters will be maintained by the Research Ethics & Compliance office and REB Office Personnel and will include:
 - Names of REB members,
 - Earned degrees,
 - Area(s) of expertise and organizational affiliation(s),
 - The representative capacity of REB members:
 - Role on the REB (e.g. scientific, nonscientific),
 - Sex
 - Canadian citizenship status,
 - Knowledge of vulnerable populations,
 - Indications of REB members experience (such as board certification, licenses, etc.) sufficient to describe each REB member’s chief anticipated contribution to REB deliberations (as applicable);
- g) A detailed membership list will be kept in the REB office. This list will contain REB member contact information and additional information on areas of expertise for the purposes of communication and

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reviewer assignment. It will be kept confidential for access only by REB members and the REB Office Personnel;

- h) The REB Chair or appropriately designated REB Office Personnel will update the REB registration with the U.S. Office for Human Research Protection (OHRP) when applicable.

3 Training

- 3.1 Review of the SOP.

4 Compliance Monitoring

- 4.1 The Island Health Manager, Research Ethics & Compliance or their delegate is responsible for ongoing monitoring of Island Health operations to verify compliance with this SOP.
- 4.2 The Island Health Manager, Research Ethics & Compliance or their delegate is responsible for communicating any changes to this SOP to all relevant personnel.
- 4.3 Deviations from this SOP will be addressed through corrective and preventative action implementation.

5 Definitions

- See Glossary of Terms – Research Ethics

6 References

- *Network of Networks and Canadian Association of Research Ethics Board - Research Ethics Board Standard Operating Procedures, V 3.0*
- [The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Article 6.6](#)
- [Island Health Research Ethics & Compliance office](#)
- [U.S. Department of Health and Human Services – Title 45 Code of Federal Regulations Part 46 \(45 CFR 46.103\(b\)\(3\)\)](#)
- [U.S. Department of Health and Human Services – Title 21 Code of Federal Regulations Part 50 \(21 CFR 56.115\(a\)\(5\)\)](#)
- [Federalwide Assurance \(FWA\) for the Protection of Human Subjects](#)

7 Summary of Changes

Version	Effective Date	Change Description
1.0	05 DEC 2022	New procedure

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