



**Purpose:**

To provide Island Health a standardized approach for describing the duties of Research Ethics Board (REB) Office Personnel serving as members Island Health Research Ethics Boards.

**Context:**

Island Health offers programs and services on the unceded and traditional territories of the Coast Salish, Nuu-chah-nulth, and Kwakwaka'wakw Peoples.

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.

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.

**Scope:**

- Affected Roles
  - REB Office Personnel
  - REB Chairs, and members
- Environment
  - Research Environment

**Outcomes:**

- To identify and delineate the role of Research Ethics Office Personnel as members of the Island Health REBs, and in what circumstances this role is activated and how it is utilized.

**1 Responsibility**

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

**2 Procedure**

Each REB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill their duties, REB members must be versed in regulations governing human participants' protection and research ethics, and policies germane to human research participant protection.

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**2.1 Duties**

- a) REB Office Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- b) REB Office Personnel that have been appointed to serve as REB members may perform delegated review in accordance with the delegated review procedure;
- c) The assignment of these tasks to REB Office Personnel will be documented.

**2.2 Appointment Criteria**

- a) REB Office Personnel serving as REB members shall have knowledge, experience, and training comparable to what is expected of REB members. The REB shall also ensure that REB Office Personnel can fulfill their responsibilities as REB members independently.
- b) To ensure the independence of REB decision-making, institutional senior administrators shall not serve on the REB.

**2.3 Training and Education**

- a) REB Office Personnel serving as REB members are expected to additionally follow training and education procedures for REB members.

**2.4 Conflict of Interest**

- a) REB Office Personnel serving as REB members are additionally expected to follow conflict of interest procedures for REB members.

**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**

- Refer to the Glossary – Research Ethics

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## 6 References

- [The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Article 6.4:](#)
- [Network of Networks \(N2\)](#), SOP 204.003 REB Office Personnel Serving as REB Members
- [University of British Columbia, SOP 204: REB Office Personnel Serving as REB Members](#)

## 7 Summary of Changes

Version	Effective Date	Change Description
1.0	05 DEC 2022	New procedure

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