



Purpose: To provide Island Health a standardized approach for the management policies and procedures promoting the long-term commitment of Research Ethics Boards (REB) Office Personnel. Ensure the efficient and effective administration and enforcement of REB decisions.

Scope:

- Affected Roles
 - REB Office Personnel
 - Manager, Research Ethics & Compliance
- Environment
 - Research Environment
- This Standard Operating Procedure (SOP) pertains to REBs that review human participant research in compliance with applicable regulations, policies, and guidelines.

Outcomes:

- To improve the REB Office Personnel’s understanding of their responsibilities and expectations of their role upon reading this SOP.

1 RESPONSIBILITY

REB Office Personnel provide consistency, expertise, and administrative support to the REB, and serve as a daily link between the REB and the research community. REB Office Personnel are a vital component in the effective operation and enforcement of Island Health’s human participants protection program. Therefore, the highest level of professionalism and integrity on part of the REB Office Personnel is expected.

2 PROCEDURE

2.1 Job Descriptions

- a) Job descriptions will be developed to establish the role requirements for the REB Office Personnel, in accordance with organizational policies and procedures.
- b) Members of the REB Office Personnel will be provided with a description of the responsibilities expected of their positions, as well as access to all applicable organizational policies and procedures.

2.2 Responsibilities

REB Office Personnel responsibilities may include:

- The pre-review of submissions and requests to the REB;
- Quality management activities;
- The management of administrative issues involving REB research ethics oversight as described by applicable REB policies;
- The implementation of REB directives; and
- The provision of advice and information to the REB.

2.3 Staff Positions

Staffing levels and function allocation will be determined according to Island Health policy, management assessment of support requirements, and budget constraints.

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2.4 Hiring and Terminating REB Office Personnel

The Human Resources policies and procedures of Island Health determine the policies for recruiting, hiring, and terminating REB Office Personnel.

2.5 Delegation of Authority and Responsibility

Appropriate tasks or responsibilities may be delegated to the REB Office Personnel in accordance with Island Health/REB policy, if the individual has the expertise to carry out the task(s), as per applicable guidelines.

2.6 Performance Evaluations and Documentation

- a) Island Health Human Resources policies will be used to determine the policies for identifying, documenting, and retaining formal staff interactions.
- b) Performance feedback will be provided on an ongoing basis.
- c) The Manager, Research Ethics & Compliance will determine responsibility for conducting formal performance evaluations in accordance with organizational policies and procedures.
- d) The Manager, Research Ethics & Compliance will determine responsibility for identifying, documenting and retaining formal REB Office Personnel interactions.

2.7 Periodic Evaluation of REB Office Personnel Human Resource Needs

- a) A periodic evaluation of the adequacy of the REB Office Personnel resources will be conducted.
- b) The evaluation will assess whether the REB Office Personnel, equipment, finances and space are adequate to carry out its function in support of the REB.
- c) The assessment takes into consideration the volume, complexity and types of research projects administered by the REB Office Personnel and whether activities in support of the REB can be completed in a timely manner.
- d) The need for additional resources will be discussed with the Director, Research, as appropriate.
- e) Staffing levels and function allocation will be determined according to institutional policy, management assessment of support requirements, and budget constraints.

3 TRAINING

- 3.1 Review of the SOP

4 COMPLIANCE MONITORING

- 4.1 The Island Health Manager, Research Compliance and Ethics or their delegate is responsible for ongoing monitoring of Island Health operations to verify compliance with this SOP.

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- 4.2 The Island Health Manager, Research Compliance and Ethics 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 Glossary of Terms – Research Ethics

6 RELATED ISLAND HEALTH POLICIES & PROCEDURES

- [Island Health Human Resources Policies and Procedures](#)

7 REFERENCES

- Network of Networks and Canadian Association of Research Ethics Board - Research Ethics Board Standard Operating Procedures, V 3.0

8 SUMMARY OF CHANGES

Version	Effective Date	Change Description
1.0	15 JUN 2013	New Procedure
2.0	09 AUG 2021	Update to procedure as per national policy, and updates to Island Health HR policies. Sections added: REB Office Personnel responsibilities may include, Delegation of Authority and Responsibility, Performance Evaluations and Documentation, Periodic Evaluation of REB Office Personnel Human Resource Needs.

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