

Title	Policy for IRB Member Responsibilities
Approval Required	Baker College Institutional Review Board
Revision Level	1
Revision Date	June 11, 2015

1 SCOPE

- 1.1 This policy details responsibilities assumed by individuals agreeing to appointments to the Baker College Institutional Review Board (IRB). Areas to be addressed by this policy include:
- 1.1.1 Responsibilities for training for IRB members.
 - 1.1.2 Attendance expectations for IRB meetings.
 - 1.1.3 Responsibilities assumed between meetings of the IRB.

2 POLICY

- 2.1 Individuals, both those within the Baker College system as well as those external to the system, accept the responsibility for the oversight of research and the protection of human subjects when they agree to serve on the Baker College IRB.
- 2.1.1 Within 90 days following appointment to the Baker College IRB, all members of the board agree to complete a training course for members of the IRB as established by the Office for Human Research Protection (OHRP), or a course which the IRB has approved in advance to be a suitable alternative.
 - 2.1.1.1 Members will be responsible for providing documentation of the completion of training to the Chair of the IRB, who will who will maintain the information in the IRB membership files.
 - 2.1.2 All members of the board agree that they will refresh their knowledge of the roles and responsibilities of an IRB member annually by completing additional training. This training may include researcher training, as prescribed by IRB policy for all researchers submitting a protocol for review, re-taking the IRB member training provided by OHRP, or completing another training regimen that is approved in advance by the IRB.
 - 2.1.2.1 Members of the board will be responsible for providing documentation that they have completed training annually no later than 90 days following the start of the second academic year of their appointment.
 - 2.1.2.2 Individuals appointed as a replacement to a member who has left the board, who begin their appointment no more than 120 days prior to the start of the second academic year of the original appointee, will be required to complete initial training for IRB members, but will not be required to complete additional training at the start of the second academic year of the original appointment.

2.1.2.3 Any individual who fails to comply with education requirements as outlined in this policy will be removed from the IRB. The Chair of the IRB will notify the President that the named individual has been removed from the IRB for failure to meet membership guidelines, and the chair will request that a replacement be appointed. The Chair will also be responsible update the appropriate membership files.

2.2 Individuals who accept appointment to the Baker College IRB recognize that they have an important role in protecting human subjects, and that this role can be successfully fulfilled only through active participation in the IRB.

2.2.1 Members agree that they will make every reasonable effort to attend each scheduled meeting.

2.2.2 Members agree that they will contact the Chair as soon as practical and no less than 24 hours prior to any meeting they cannot make, so that the Chair can contact the alternate member to attend in their place.

2.2.3 Members agree that missing three consecutive meetings will be considered an indication of a lack of interest in further participation in the IRB, and that they will be replaced by the President of Baker College.

2.2.4 Members also agree that missing four meetings in any twelve month period will be considered an indication of a lack of interest in further participation in the IRB, and that they will be replaced by the President of Baker College.

2.3 Individuals who accept appointments to the Baker College IRB understand that they will be responsible for reviewing protocols in a timely fashion, and for preparing for each scheduled meeting of the IRB by thoroughly reviewing all protocols which are to be reviewed by the full board.

3 PROCEDURE

3.1 Upon appointment to the IRB, individuals will be notified of their responsibility to complete IRB member training. Currently this training is provided at <http://ohsr.od.nih.gov/>. Each member will be responsible for completing the required training and presenting a certificate to the Chair of the IRB showing compliance. The Chair will keep the certificate so that IRB membership records can be kept current.

REVISION LEVEL	REVISION DATE	REVISION COMMENTS
0	September 24, 2003	Initial Issue
1	June 11, 2015	Updates to Language

APPROVALS:

Approved By _____

Date _____

Latest Revision Approved By _____

Date _____

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