

Title	Management of Research Ethics Staff
SOP Code	104.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the overall management of the Research Ethics Board (REB) Office Personnel.

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

The Organizational Officials, REB Chair or designee and Research Ethics staff are responsible for ensuring that the requirements of this SOP are met. The University is responsible for providing sufficient resources to adequately support the functions of the REB.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

The Research Ethics staff provide consistency, expertise and administrative support to the REB, and serve as a daily link between the REB and the research community. The Research Ethics staff are vital to ensuring the efficient and effective administration and enforcement of REB decisions, thus the highest level of professionalism and integrity is expected.

5.1 Job Descriptions

5.1.1 Job descriptions will be developed to establish the role requirements for the Research Ethics staff , in accordance with University policies and procedures;

5.1.2 Each Research Ethics staff will be provided with a copy of his or her job description, job expectations and access to all applicable University policies and procedures.

5.2 Responsibilities

5.2.1 Research Ethics staff 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.

5.3 Hiring and Terminating Research Ethics Staff

5.3.1 The University will determine responsibility for the recruitment, hiring, and termination of Research Ethics staff , in accordance with University policies and procedures.

5.4 Delegation of Authority or Responsibility

5.4.1 Appropriate tasks or responsibilities may be delegated to the Research Ethics staff in accordance with University/REB policy, if the individual has the expertise to carry out the task(s), the task is compliant with University and REB policies and procedures, and the task delegation has been agreed to by the Research Ethics staff, the Director, Research Ethics and the University.

5.5 Performance Evaluations and Documentation

- 5.5.1 Performance feedback will be provided on an ongoing basis;
- 5.5.2 The Director, Research Ethics is responsible for conducting formal performance evaluations in accordance with University policies and procedures;
- 5.5.3 The Director, Research Ethics is responsible for identifying, documenting and retaining formal Research Ethics staff interactions.

5.6 Periodic Evaluation of Research Ethics Human Resource Needs

- 5.6.1 A periodic evaluation of the adequacy of the REB resources will be conducted;
- 5.6.2 The evaluation will assess whether the Research Ethics staff, equipment, finances and space are adequate to carry out its function in support of the REB;
- 5.6.3 The assessment takes into consideration the volume, complexity and types of research projects administered by the Research Ethics staff and whether activities in support of the REB can be completed in a timely manner;
- 5.6.4 The need for additional resources will be discussed by the Director, Research Ethics with the appropriate Organizational Official as appropriate.

6.0 REFERENCES

Note: references will reflect the University policies and practices

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP104.001	15-Sept-2014	Original version
SOP104.002	08-Mar-2016	5.4.1: revised wording for delegation of responsibilities to Research Ethics staff
SOP104.003	08-Oct-2019	No revisions needed
SOP104.004	15-May-2023	No revisions needed

