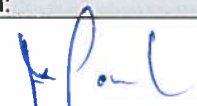

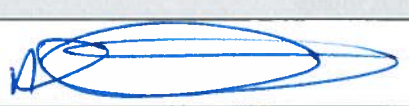


Section 100:	General Administration
Title:	Management of HSREB Office Personnel
SOP Code:	104.001
Effective Date:	2015MAY25

Site Approvals

Signature of Responsible Individual:		
Ethics Compliance Advisor		2015MAY22
	Name: Jennifer Couture	Date
Approval Authority:		
Chair, HSREB		May 22, 2015
	Name: Dr. Albert Clark	Date
Approval Authority:		
Director, Research Ethics Compliance		May 22, 2015
	Name: Dr. Andrew Winterborn	Date

1.0 PURPOSE

This SOP describes the overall management of HSREB Office Personnel.

2.0 SCOPE

This SOP pertains to the HSREB that reviews human participant research in compliance with applicable regulations, guidelines and current and emerging best practices.

3.0 RESPONSIBILITIES

The HSREB Chair or designee and HSREB Office Personnel are responsible for ensuring that the requirements of this SOP are met. Queen's University is responsible for providing sufficient resources to adequately support the functions of the HSREB.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

HSREB Office Personnel provide consistency, expertise and administrative support to the HSREB, and serve as a daily link between the HSREB and the research community.

HSREB Office Personnel are vital to ensuring the efficient and effective administration and enforcement of HSREB decisions, thus the highest level of professionalism and integrity is expected.

5.1 Job Descriptions

- 5.1.1 Job descriptions establish the role requirements for the HSREB Office Personnel, in accordance with Queen's University policies and procedures;
- 5.1.2 Each HSREB Office Personnel will be provided with a copy of his or her job description, job expectations and access to all applicable Queen's University and Affiliated Teaching Hospitals policies and procedures;
- 5.1.3 HSREB Office Personnel are subject to privacy and confidentiality policies of the HSREB and Queen's University and Affiliated Teaching Hospitals.

5.2 Responsibilities

- 5.2.1 HSREB Office Personnel responsibilities may include:
 - The pre-review of submissions and requests to the HSREB,
 - Quality management activities,
 - The management of administrative issues involving HSREB research ethics oversight as described by applicable HSREB policies,
 - The implementation of HSREB directives, and
 - The provision of advice and information to the HSREB.

5.3 Hiring and Terminating HSREB Office Personnel

- 5.3.1 Queen's University will determine responsibility for the recruitment, hiring, continuing review and termination of HSREB Office Personnel, in accordance with Queen's University policies and procedures.

5.4 Delegation of Authority or Responsibility

- 5.4.1 The HSREB Chair may formally delegate appropriate tasks or responsibilities to HSREB Office Personnel if the individual has the expertise to carry out the task(s), the task is compliant with the HSREB SOPs and the task delegation has been agreed to by both the HSREB Office Personnel and applicable Queen's University Official(s);
- 5.4.2 Delegation of tasks by the HSREB Chair must be documented in writing, and if applicable, approved by the Director of Research Ethics Compliance (See to SOP 106 001 Signatory Authority).

5.5 Performance Evaluations and Documentation

- 5.5.1 Performance feedback will be provided on an ongoing basis by the HSREB Chair or designee to the Director of Research Ethics Compliance;
- 5.5.2 Queen's University will determine responsibility for conducting formal performance evaluations in accordance with Queen's University policies and procedures;
- 5.5.3 Queen's University will determine responsibility for identifying, documenting and retaining formal HSREB Office Personnel interactions.

5.6 Periodic Evaluation of HSREB Office Human Resource Needs

- 5.6.1 A periodic evaluation of the adequacy of the HSREB resources will be conducted by the Director of Research Ethics Compliance;
- 5.6.2 The evaluation will assess whether the HSREB Office Personnel, equipment, finances and space are adequate to carry out its function in support of the HSREB;
- 5.6.3 The assessment takes into consideration the volume, complexity and types of research projects administered by the HSREB Office Personnel and whether activities in support of the HSREB can be completed in a timely manner;
- 5.6.4 The need for additional resources will be discussed by the Director of Research Ethics Compliance in conjunction with the HSREB Chair and other Queen's University Official(s) as appropriate.

6.0 REFERENCES

See References.

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Management of HSREB Office Personnel	v.104.001 2015MAY25	Original: Adoption of standardized SOPs developed by CAREB/N2 with an effective date of 2014SEP15. Minor modifications were made to the CAREB/N2 SOPs to reflect institutional policies.

