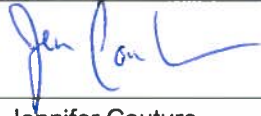




Section 200:	HSREB Organization
Title:	Management of HSREB Membership
SOP Code:	202.001
Effective Date:	2015MAY25

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 management of the membership of the HSREB.

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

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

The HSREB Chair and the Director of Research Ethics Compliance are responsible for monitoring and managing the HSREB membership.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

HSREB membership (e.g., appointment, terms) must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience and expertise for the type and volume of research reviewed.

5.1 Appointments – Regular Members and Alternates

- 5.1.1 HSREB members are appointed using the guidelines outlined in Terms of Appointment (below) and SOP 201 Composition of the HSREB.
- 5.1.2 A candidate may also self-nominate;
- 5.1.3 Community members (meeting membership requirements) are solicited from the greater local community;
- 5.1.4 Each HSREB member selected is approved by the HSREB Chair and the Director of Research Ethics Compliance using guidelines outlined in SOP 201 Composition of the HSREB;
- 5.1.5 Candidates selected to serve on the HSREB will be asked to submit a Curriculum Vitae (CV), sign a Membership Appointment Letter, Confidentiality Agreement and Conflict of Interest Disclosure form and complete the Course on Research Ethics (CORE) based on the latest edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2 - 2014).

5.2 Appointments – HSREB Chair and Vice-Chair

- 5.2.1 The HSREB Chair and Vice Chair are appointed using the guidelines outlined in Terms of Appointment (below) and SOP 201 Composition of the HSREB;
- 5.2.2 The HSREB Chair and Vice-Chair will be asked to sign a Confidentiality Agreement and Conflict of Interest Disclosure form.

5.3 Ad Hoc Advisors

- 5.3.1 At his/her discretion, the HSREB Chair or designee may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the HSREB;
- 5.3.2 All ad hoc advisors will be asked to sign a Confidentiality Agreement and Conflict of Interest Disclosure form.

5.4 Terms of Appointment

- 5.4.1 The HSREB Chair is appointed by the Vice Principal (Research) in consultation with the Director of Research Ethics Compliance and should have at least two years of experience on an REB with knowledge of local policies, national and international regulations;

- 5.4.2 The Joint Liaison Committee (JLC) will be informed of HSREB membership on an annual basis;
 - 5.4.3 HSREB members and Vice Chair are nominated by the HSREB chair, other HSREB members and/or Queen's University Department Heads;
 - 5.4.4 The HSREB Chair and Vice-Chair will serve for a three year term, to a maximum of two consecutive terms; however this can be extended when a member possesses relevant and necessary expertise that would be difficult to replace;
 - 5.4.5 Each HSREB member will serve for a three year term, to a maximum of two consecutive terms; however this can be extended when a member possesses relevant and necessary expertise that would be difficult to replace;
 - 5.4.6 Re-appointment of an HSREB member for (an) additional term(s) is allowed, by mutual agreement of the HSREB member and the HSREB Chair or designee;
 - 5.4.7 Terms will be overlapping to preserve the experience level, expertise, and continuity of the HSREB.
- 5.5 Qualifications and Training of HSREB Members**
- 5.5.1 Each member of the HSREB will follow the qualification and training procedures outlined in SOP 103 Training and Education.
- 5.6 Resignations and Removals**
- 5.6.1 An HSREB member may resign before the conclusion of his/her term upon provision of notice to the HSREB Chair;
 - 5.6.2 An HSREB member may be asked to step down if they consistently miss more than 25 percent of the scheduled Full Board meetings in their term;
 - 5.6.3 The HSREB Chair may otherwise remove a HSREB member at any time, if they are not fulfilling their designated HSREB duties in a timely, competent and ethical manner;
 - 5.6.4 An HSREB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest or any other relevant behavior that could be perceived as compromising his/her ethical judgment;
 - 5.6.5 Every effort will be made to recruit a similarly qualified replacement prior to the departure of a member to preserve the level of experience and expertise and to ensure the continuity of the functions of the HSREB.
- 5.7 Compensation**
- 5.7.1 Compensation and reimbursement of expenses for HSREB members will be according to Queen's University policies.
- 5.8 Liability and Coverage**

5.8.1 All HSREB members are insured for their research ethics review-related work by the Queen's University insurance policy (Canadian Universities Reciprocal Insurance Exchange), subject to the terms and conditions of that policy.

5.9 Documentation

- 5.9.1 The HSREB Ethics Coordinator will maintain an updated electronic HSREB membership list;
- 5.9.2 The HSREB membership list is reviewed and updated as required, or with the initiation of new or conclusion/termination of existing terms;
- 5.9.3 The current HSREB membership list and archived lists are maintained and available through the Office of Research Ethics;
- 5.9.4 CVs, other supporting documents related to education and expertise as applicable, signed Membership Appointment Letters, Confidentiality Agreements and Conflict of Interest Disclosure forms for all current and past HSREB members will be maintained in the Office of Research Ethics;
- 5.9.5 The HSREB Coordinator will maintain general and detailed HSREB membership rosters. The general membership roster includes HSREB member names and current affiliation (as applicable) and will be posted on the Research Ethics website. The detailed membership roster includes gender, citizenship, degree(s), organizational affiliation(s), area(s) of expertise and indications of experience such as board certification, licenses, etc. sufficient to describe each member's chief anticipated contribution to HSREB deliberations (as applicable);
- 5.9.6 Additionally a detailed list that contains HSREB member contact information will be kept in the Office of Research Ethics. It will be kept confidential for access only by HSREB members and the HSREB Office Personnel;
- 5.9.7 The HSREB Ethics Coordinator will update the HSREB registration with the US Office for Human Research Protection (OHRP) when applicable.

6.0 REFERENCES

See References.

7.0 APPENDICES

1. HSREB Membership Appointment Letter Template

8.0 REVISION HISTORY

SOP Title	Version	Updates
Management of HSREB Membership	v.202.001 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.



Month Day, Year

VICE-PRINCIPAL (RESEARCH)

Richardson Hall, Room 251
Queen's University
Kingston, Ontario,
Canada K7L 3N6
Tel 613-533-6933
Fax 613-533-6934

Title, Affiliation

Dear Name:

I am writing to formally ask you to serve on the Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB). This appointment will be for a one-two-three-year term effective July 1, 20XX to June 30, 20XX.

Commented [JC1]: Select 1 option

Commented [JC2]: Enter correct term of appointment dates

The Board has the critical function of ensuring that research involving human participants at Queen's University undergoes ethical review in accordance with applicable regulations, guidelines and current and emerging best practices, including the latest edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2 2014). It is important that the HSREB is well represented and that your department head; the Chair of the HSREB, Dr. Albert Clark; the Director of Research Ethics Compliance, Dr. Andrew Winterborn has spoken with you and that you have indicated your willingness to serve on this important University Committee.

Commented [JC3]: Edit text based on type of appointment (departmental, affiliate, community member)

As an indication of your acceptance, please sign and return a copy of this letter to Kathleen Reed, Ethics Coordinator, University Research Services, Fleming Hall-Jemmett Wing, 3rd floor. I greatly appreciate your agreement to take on this commitment.

Sincerely yours,

Steven N. Liss, PhD
Vice-Principal (Research)

cc. Kathleen Reed, Ethics Coordinator, University Research Services
cc. NAME, Department Head

Commented [JC4]: Delete if NA

Signature

Date

