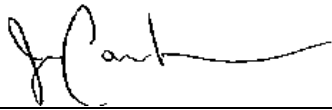

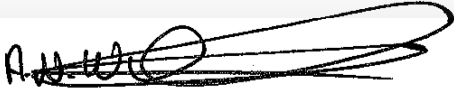


Section 200:	HSREB Organization
Title:	HSREB Office Personnel Serving as HSREB Members
SOP Code:	204.001
Effective Date:	2019FEB05

Site Approvals

Signature of Responsible Individual:		
Manager, Research Ethics Compliance		Date: 2019FEB05
	Name: Jennifer Couture	
Approval Authority:		
Chair, HSREB		Date: 2019FEB05
	Name: Dr. Albert Clark	
Approval Authority:		
Director, Research Ethics Compliance		Date: 2019FEB05
	Name: Dr. Andrew Winterborn	

1.0 PURPOSE

This SOP describes the duties of HSREB Office Personnel serving as members 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 or designee is responsible for clearly articulating all required duties associated with membership to the HSREB to potential and current HSREB members.

HSREB members and alternates are responsible for fulfilling their duties as specified in this SOP.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

Each HSREB member's primary duty is to protect the rights and welfare of human research participants.

In order to fulfill their duties, HSREB members must be well versed in regulations governing human participants' protection and biomedical research ethics, and policies germane to human research participant protection. The HSREB will function impartially and provide a fair hearing to all research proposals. HSREB Office Personnel serving as HSREB members shall have knowledge, experience, and training comparable to what is expected of HSREB members.

5.1 Duties

- 5.1.1 HSREB Office Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- 5.1.2 HSREB Office Personnel that have been appointed to serve as HSREB members may perform delegated review in accordance with the delegated review procedures outlined in SOP 401 Delegated Review;
- 5.1.3 The assignment of these tasks to HSREB Office Personnel will be documented in the HSREB meeting minutes.

5.2 Appointment Criteria

- 5.2.1 HSREB Office Personnel serving as HSREB members shall have knowledge, experience, and training comparable to what is expected of HSREB members. The HSREB shall ensure that Office Personnel can fulfill their responsibilities as HSREB members independently.

5.3 Training and Education

- 5.3.1 HSREB Office Personnel serving as HSREB members are expected to additionally follow training and education procedures for HSREB members outlined in SOP 103 Training and Education.

5.4 Conflict of Interest

5.4.1 HSREB Office Personnel serving as HSREB members are additionally expected to follow conflict of interest procedures for HSREB members outlined in SOPs 105A-C Conflict of Interest.

6.0 REFERENCES

See References.

7.0 APPENDICIES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
HSREB Office Personnel Serving as HSREB Members	v.204.001 2019FEB05	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.