



# Research Ethics Board

## Standard Operating Procedure

<b>SOP File #</b>	<b>REB.SOP.104</b>
<b>Title</b>	Management of REB Office Personnel
<b>Effective Date</b>	July 1, 2021
<b>Next Review</b>	2026
<b>Next Administrative Review</b>	2023

### 1. Purpose

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

### 2. Definitions

See the MSVU **REB Glossary of Terms (REB.INFO.001)**

### 3. Scope

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

### 4. Responsibilities

Organizational representatives, REB Chair or designee and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The Organization is responsible for providing sufficient resources to adequately support the functions of the REB.

### 5. Procedures and/or Specific Policies

REB Office Personnel provide consistency, expertise, and administrative support to the REB, and serve as a daily link between the REB and the research community. REB Office Personnel 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 REB Office Personnel, in accordance with organizational policies and procedures;
- 5.1.2. Each REB Office Personnel member will be provided with a copy of a relevant job description, job expectations, and access to all applicable organizational policies and procedures.

## 5.2. Responsibilities

REB Office Personnel responsibilities may include:

- screening and pre-review of submissions and requests to the REB;
- quality management activities;
- management of administrative issues involving REB oversight as described by applicable REB policies;
- the implementation of REB directives;
- the provision of advice and information to the REB;
- serving as a non-voting REB member (as per SOP 204).

## 5.3. Hiring and Terminating REB Office Personnel

The Organization will determine and assign responsibility for the recruitment, hiring, and termination of REB Office Personnel, in accordance with organizational policies and procedures.

## 5.4. Delegation of Authority or Responsibility

The REB Chair or designee may formally delegate appropriate tasks or responsibilities to an REB Office Personnel if the individual has the expertise to carry out the task(s), the task is compliant with the REB SOPs and the task delegation has been agreed to by both the REB Office Personnel and the organization.

## 5.5. Performance Evaluations and Documentation

- 5.5.1. Performance feedback will be provided on an ongoing basis;
- 5.5.2. The Organization will determine responsibility for conducting formal performance evaluations in accordance with organizational policies and procedures;
- 5.5.3. The Organization will determine responsibility for identifying, documenting, and retaining formal REB Office Personnel interactions.

## 5.6. Periodic Evaluation of REB Office 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 REB Office Personnel, 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 REB Office Personnel 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 with the appropriate Organizational Official.

## 6. References

Note: references will reflect the organizational policies and practices

## 7. Acknowledgements

The development of this document has benefited directly from similar documents made public by the Tri-Council, as well as several Canadian universities. In some instances, specific

formulations drawn from these sources have been incorporated into this document. Specific iterations were drawn from the following:

- Standard Operating Procedures for Observational Health and Non-Clinical Trial Research Ethics Boards - [N2/CAREB-ACCER REB SOPs – Canadian Association of Research Ethics Boards](#) (retrieved June 2021)
- N2/CAREB-ACCER REB SOPs - N2 Network of Networks - [Resources - N2 Canada](#) (retrieved May 2021)

## 8. SOP History

SOP Number	Key Changes	Effective Date
REB.SOP.104	New - Implementation of new SOP outlining management of REB Office Personnel	July 1, 2021

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