



# Research Ethics Board

## Standard Operating Procedure

<b>Document Number</b>	<b>REB.SOP.203</b>
<b>Title</b>	Duties of REB Members
<b>Effective Date</b>	September 23, 2021
<b>Next Review</b>	2026
<b>Next Administrative Review</b>	2023

### 1. Purpose

This standard operating procedure (SOP) describes the duties of the members of the Research Ethics Board (REB).

### 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

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

The REB Chair or designee is responsible for clearly articulating all required duties associated with membership to the REB to potential and current REB members.

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

### 5. Procedures and/or Specific Policies

Each REB member's primary duty is the protection of the rights and welfare of humans who are serving or will serve as participants in research. In order to fulfill their duties, REB members must be dedicated to meeting the REB's responsibilities to its research community and must be knowledgeable in the policies and guidelines germane to human research participant protection.

#### 5.1. Attendance

5.1.1. Regular REB members are expected to attend the regularly scheduled REB

meetings. REB Members may be asked to step down if they miss a specified percentage of the scheduled REB meetings;

- 5.1.2. REB members must notify the REB Office if they will be absent for an REB meeting to ensure that quorum can still be met and/or so that an appropriate alternate may attend in their place;
- 5.1.3. Alternate REB members are expected to attend the identified REB meetings for which they have confirmed their availability to replace a regular REB member, and/or a minimum of two REB meetings per year;
- 5.1.4. REB members are expected to be available for the entire REB meeting, not just the sections for which they have been assigned as reviewers.

## 5.2. Terms of Duty

- 5.2.1. All members of the REB, including the REB Chair and Vice-Chair, will be appointed for a term as specified by Organizational policy.

## 5.3. Duties

- 5.3.1. All REB members attending an REB meeting are expected to review the relevant materials submitted for each item under review or consideration by the REB, to submit comments in advance of the REB meeting, and to be prepared to discuss each agenda item and provide input at the Full Board meeting;
- 5.3.2. Each REB member is expected to fulfill specific duties based on the role as outlined below. More than one REB member may fulfill each role;
- 5.3.3. **Members with relevant expertise in research disciplines, fields and methodologies:** are expected to contribute to the evaluation of the research on its ethical, scientific and statistical merits and standards of practice. These members should also advise the REB if additional expertise is required to assess whether the research adequately protects the rights and welfare of human participants;
- 5.3.4. **Community member(s):** are expected to reflect the perspective of the participant, where relevant provide input regarding their knowledge about the respective community, and be able to discuss issues and research from that perspective; they must be at arms-length from the institution and it is preferable that they are not currently engaged in research or legal work as their principal activities;
- 5.3.5. **Member(s) knowledgeable in relevant law:** are expected to alert the REB to legal issues and their implications, but not to provide formal legal opinions nor to serve as legal counsel to the REB;
- 5.3.6. **Member(s) knowledgeable in ethics:** are expected to guide the REB in identifying and addressing ethics issues related to the research under review;
- 5.3.7. **Ad hoc advisors:** individuals with competence in special areas may be required to provide input on issues that require expertise beyond or in addition to that available on the REB. The ad hoc advisor may be required to submit a written report and to participate via teleconference or to attend the REB meeting to lend their expertise to the discussions;

- 5.3.8. **REB Chair:** The REB Chair or designee provides overall leadership to the REB:
- 5.3.8.1. The REB Chair can delegate any of their responsibilities, as appropriate to a Vice-Chair or other qualified individual(s),
  - 5.3.8.2. Any responsibilities that are delegated by the REB Chair must be documented,
  - 5.3.8.3. The REB Chair or designee facilitates the review process based on organizational policies and procedures, SOPs and applicable regulations and guidelines. The REB Chair or designee determines the level of risk of each research project. The REB Chair or designee monitors the REB's decisions for consistency and ensures that decisions are recorded accurately and communicated to Researchers in writing in a timely fashion,
  - 5.3.8.4. The REB Chair or designee ensures that all REB members are free to participate in discussions during the REB meetings. The REB Chair or designee can ask a substitute REB member to attend an REB meeting in order to draw their expertise in an area that may be relevant to the REB's review and deliberations of the research,
  - 5.3.8.5. The REB Chair or designee determines the appropriateness of a Full Board or delegated review of the research,
  - 5.3.8.6. The REB Chair or designee performs or delegates authority to (an) REB member(s) to perform a delegated review,
  - 5.3.8.7. The REB Chair or designee authorizes approval on all REB decisions, confirmed through signature, electronic signature or official letter,
  - 5.3.8.8. The REB Chair or designee will report on the activities of the REB to the Organization on an annual basis,
  - 5.3.8.9. The REB Chair or designee, in conjunction with the REB Office Personnel and other Organizational representatives as applicable, ensures the REB members are informed of all new legislation, regulations, policies and guidelines pertaining to human participant research and shall advise the Organization on policies and procedures related to research conduct,
  - 5.3.8.10. The REB chair or designee, in conjunction with the REB Office Personnel, shall assess the educational and training needs of the REB members and Office Personnel, and will address any gaps identified,
  - 5.3.8.11. The REB Chair or designee reviews and approves REB policies and procedures at set intervals, to ensure the REB SOPs meet all current standards.
- 5.3.9. **REB Vice-Chair:** The REB Vice-Chair or equivalent is responsible for performing the responsibilities of the REB Chair when the REB Chair is unable to do so:
- 5.3.9.1. The REB Vice-Chair performs all responsibilities assigned by the REB Chair,
  - 5.3.9.2. The REB Vice-Chair assists with the overall operation of the REB.

#### 5.4. Primary and Secondary Reviewers

- 5.4.1. The REB may assign reviewers for studies reviewed at a full board meeting or for delegated reviews.
- 5.4.2. For delegated review: assigned reviewers present their findings resulting from review of the REB submission materials and provide an assessment of these materials, recommending specific action to the REB Chair or designee.
- 5.4.3. For full board review: Assigned reviewers must conduct in-depth reviews of their assigned submissions and submit comments prior to the REB meeting. Reviewers may lead the discussion of the research project during the REB meeting.
- 5.4.4. Assigned reviewers may review additional material(s) as requested by the REB.

#### 5.5. Training and Education

- 5.5.1. REB members are expected to follow training and education procedures.

#### 5.6. Conflict of Interest

- 5.6.1. REB members are expected to follow conflict of interest procedures.

### 6. References

See MSVU REB.POL.002 – REB Terms of Reference  
Also see References listed (if applicable)

### 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 July 2021)
- N2/CAREB-ACCER REB SOPs - N2 Network of Networks - [Resources - N2 Canada](#) (retrieved July 2021)

### 8. SOP History

SOP Number	Key Changes	Effective Date
REB.SOP.203	Original Version	September 2021