



Research Ethics Board

Standard Operating Procedure

Document Number	REB.SOP.204
Title	REB Office Personnel Serving as REB Members
Effective Date	September 23, 2021
Next Review	2026
Next Administrative Review	2023

1. Purpose

This standard operating procedure (SOP) describes the duties of REB Office Personnel serving as 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

The REB Chair, REB Office Personnel and Organizational Official(s) are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for ensuring that the REB Office Personnel serving as members have the requirements for fulfilling this role and clearly articulating all required duties associated with their duties as members of the REB.

REB Office Personnel are responsible for understanding and fulfilling their roles as REB members and as REB staff and managing real, potential, or perceived COI appropriately.

The Organizational Official(s) is responsible for ensuring that the REB Office Personnel serving as members of the REB understand and execute their functions appropriately.

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. 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. REB Office Personnel who serve as REB members must meet the same standard as other REB members (as per REB.SOP 203).

5.1. Duties

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

5.2. Appointment Criteria

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

5.3. Training and Education

- 5.3.1. REB Office Personnel serving as REB members are expected to follow training and education procedures for REB members in addition to any professional training requirements for organizational personnel.

5.4. Conflict of Interest

- 5.4.1. REB Office Personnel serving as REB members are expected to follow conflict of interest procedures for REB members in addition to conflict of interest procedures for organizational personnel.

6. References

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.204	Original Version	September 1, 2021