

TITLE	104: Management of HREB Office Personnel
SCOPE	The activities of the Human Research Ethics Board operating under the direct authority of Trinity Western University
RESPONSIBILITIES	The Vice-Provost, Research & Graduate Studies, the Chair(s) or designee for the Human Research Ethics Board (HREB), and the organization
APPROVAL AUTHORITY	The Vice-Provost, Research & Graduate Studies
EFFECTIVE DATE	November 14, 2019
Supersedes documents dated	N/A

1.0 PURPOSE

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

2.0 DEFINITIONS

See Glossary of Terms.

3.0 PROCEDURE

The HREB Office Personnel provide consistency, expertise and administrative support to the HREB, and serve as a daily link between the HREB and the research community. The HREB Office Personnel are vital to ensuring the efficient and effective administration and enforcement of HREB decisions, thus the highest level of professionalism and integrity is expected.

3.1 Job Descriptions

- 3.1.1 Job descriptions will be developed to establish the role requirements for the HREB Office Personnel, in accordance with organizational policies and procedures;
- 3.1.2 Each HREB Office Personnel will be provided with a copy of his or her job description, job expectations and access to all applicable organizational policies and procedures.

3.2 Responsibilities

- 3.2.1 HREB Office Personnel responsibilities may include:
 - the pre-review of submissions and requests to the HREB,
 - quality management activities,
 - the management of administrative issues involving HREB research ethics oversight as described by applicable HREB policies,

- the implementation of HREB directives, and
 - the provision of advice and information to the HREB.
- 3.3 Hiring and Terminating HREB Office Personnel
- 3.3.1 The organization will determine responsibility for the recruitment, hiring, and termination of HREB Office Personnel, in accordance with organizational policies and procedures.
- 3.4 Delegation of Authority or Responsibility
- 3.4.1 Appropriate tasks or responsibilities may be delegated to the HREB Office Personnel in accordance with organizational/HREB policy, if the individual has the expertise to carry out the task(s), as per applicable guidelines.
- 3.5 Performance Evaluations and Documentation
- 3.5.1 Performance feedback will be provided on an ongoing basis;
- 3.5.2 The organization will determine responsibility for conducting formal performance evaluations in accordance with organizational policies and procedures;
- 3.5.3 The organization will determine responsibility for identifying, documenting and retaining formal HREB Office Personnel interactions.
- 3.6 Periodic Evaluation of HREB Office Human Resource Needs
- 3.6.1 A periodic evaluation of the adequacy of the HREB resources will be conducted;
- 3.6.2 The evaluation will assess whether the HREB Office Personnel, equipment, finances and space are adequate to carry out its function in support of the HREB;
- 3.6.3 The assessment takes into consideration the volume, complexity and types of research projects administered by the HREB Office Personnel and whether activities in support of the HREB can be completed in a timely manner;
- 3.6.4 The need for additional resources will be discussed with the appropriate Organizational Official as appropriate.

4.0 REFERENCES

5.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 104	November 14, 2019	Original version