

TITLE	204: HREB Office Personnel Serving as HREB Members
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, all Human Research Ethics Board (HREB) members, including the Chair(s) and Coordinator
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 duties of HREB Office Personnel serving as members of the Human Research Ethics Board (HREB).

2.0 SCOPE

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

3.0 RESPONSIBILITIES

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

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

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

Each HREB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill his or her duties, HREB members must be versed in regulations governing human participants' protection and biomedical research ethics, and policies germane to human research participant protection.

5.1 Duties

- 5.1.1 HREB 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 HREB Office Personnel that have been appointed to serve as HREB members may perform delegated review in accordance with the delegated review procedure;
- 5.1.3 The assignment of these tasks to HREB Office Personnel will be documented.
- 5.2 Appointment Criteria
 - 5.2.1 HREB Office Personnel serving as HREB members shall have knowledge, experience, and training comparable to what is expected of HREB members. The HREB shall ensure that Office Personnel can fulfill their responsibilities as HREB members independently.
- 5.3 Training and Education
 - 5.3.1 HREB Office Personnel serving as HREB members are expected to additionally follow training and education procedures for HREB members.
- 5.4 Conflict of Interest
 - 5.4.1 HREB Office Personnel serving as HREB members are additionally expected to follow conflict of interest procedures for HREB members.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 204	November 14, 2019	Original version