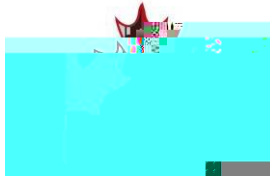




SOP 203.003

Title	Duties of REB Members
SOP Code	203.003
Effective Date	08-Oct-2019

Site Approvals



4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

individual human beings who are serving as the participants of research. In order to fulfill their duties, REB members must be versed in regulations governing 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 consistently 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;



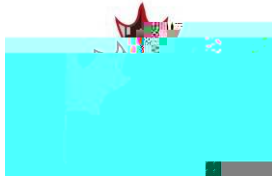
- 5.3.3 **Scientific members:** are expected to contribute to the evaluation of the research on its ethical, scientific and statistical merits and standards of practice. These members should also advise the REB if additional expertise in a scientific or non-scientific area is required to assess whether the research adequately protects the rights and welfare of human participants;
- 5.3.4 **Non-scientific members:** are expected to provide input on areas germane to their knowledge, expertise and experience, professional and otherwise. Non-scientific members should advise the REB if additional experience in a non-scientific area is required to assess whether the research adequately protects the rights and welfare of participants and to comment on the comprehension of the consent document;
- 5.3.5 **Community member(s):** are expected to provide input regarding their knowledge about the local community and be able to discuss issues and research from that perspective;
- 5.3.6 **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;
- 5.3.7 **Member(s) knowledgeable in ethics:** are expected to guide the REB in identifying and addressing ethics issues related to the research under review;
- 5.3.8 **Member(s) knowledgeable in privacy:** are expected to guide the REB in identifying and addressing privacy issues related to the research under review;
- 5.3.9 **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;
- 5.3.10 **REB Chair:** The REB Chair or designee provides overall leadership to the REB:

The REB Chair can delegate any of their responsibilities, as appropriate to a Vice-Chair or other qualified individual(s),

Any responsibilities that are delegated by the REB Chair must be documented,

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

decisions for consistency and ensures that decisions are recorded accurately and communicated to Researchers in writing in a timely fashion,



SOP 203.003

5.4 Primary and Secondary Reviewers

5.4.1 REB members will act as primary and/or secondary reviewers for assigned research projects at Full Board meetings. The primary and secondary reviewers