SOP 103: MANAGEMENT OF IRB PERSONNEL

POLICY

IRB staff provides consistency, expertise, and administrative support to the IRBs, and serve as a daily link between the IRB and the research community. Thus, the IRB staff is the most vital component in the effective operation of the University of Utah human subject protection program. Therefore, the highest level of professionalism and integrity on the part of IRB staff is expected.

PROCEDURES

Job Descriptions and Performance Evaluations

1.1. All members of the IRB staff will have a description of the responsibilities for their respective positions.
1.2. The Associate Vice President for Research Integrity is responsible for conducting a performance review no less than annually of the IRB Director.
1.3. The IRB Director is responsible for guiding the IRB administrators in establishing personnel requirements for remaining IRB staff.
1.4. IRB Director or designee is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of the IRB administrators.
1.5. The performance of IRB staff will be reviewed no less than annually by the appropriate administrative supervisor or designee.

Staff Positions

Staffing levels and function allocation will be determined according to University of Utah policy, management assessment of support requirements and budget constraints. This review will occur no less than annually.

IRB staff are not responsible for business development for the University of Utah. IRB staff are the only individuals responsible for daily IRB operations, including the review process.

Hiring and Terminating IRB Staff

The human resource policies of University of Utah Department of Human Resources determine the policies for recruiting and hiring staff.

Documentation

The policies of University of Utah Department of Human Resources determine the means of identifying, documenting and retaining formal staff interactions (such as performance reviews, termination procedures).

Please contact the IRB Office at (801) 581-3655 or irb@hsc.utah.edu for additional guidance.