

# Board Member Responsibilities

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# Introduction



- It's an exciting time at the IRB! Lots of changes over the past couple of years, and there are more to come.
- One of the biggest changes to those of us involved in the IRB's inner workings has been the staff restructuring and the new "Operations Manager" roles.

# I Am Now Responsible For:



## Recruitment

- Supporting the IRB Director with new board member recruitment



## Evaluations

- Managing annual evaluation responses and providing feedback as needed



## Onboarding & Offboarding

- New member onboarding and startup training
- Offboarding members at term end



## Website Resources

- Designing and maintaining website guidance and other information relevant to members



## Documentation

- ERICA profiles & rosters, initial appointment letters, and term end information
- Service term metrics (e.g. term start/end dates, meeting attendance rates, review loads, etc.)



## Annual Training

- Board Member Annual Training
- Maintaining CME accreditation for the course
- Documenting completion for all members for AAHRPP accreditation purposes

# How Will This Affect You?



- Now that someone is watching the store more closely, you may see some new communications from the IRB as we get our documentation “caught up” and compliant with our own new SOPs and process workflows, which are currently in progress.
- When your term ends, you will now receive a term letter.
  - *If you were appointed by your department, we won’t end your term without your department’s approval*
  - *Some members serve multiple terms (❤️), and the letter will include an invitation to continue for another term*



INSTITUTIONAL REVIEW BOARD  
THE UNIVERSITY OF UTAH

Dear New Board Member,

I am pleased to welcome you to the University of Utah Institutional Review Board (IRB). The IRB has a strong need for your expertise to accommodate the volume of research we review.

The IRB is charged with the responsibility of reviewing and overseeing human subject research. The IRB review process is designed to protect the rights and welfare of human subjects by ensuring equitable subject selection, assuring adequate informed consent, assessing and minimizing risks, and maintaining privacy and confidentiality.

#### Board Member Terms of Service

- **Duration of Appointment:** A standard appointment for a board member is for a term of three (3) years. If you have questions or concerns about serving a standard term, please let me know. IRB members are expected to serve the full term, although the IRB may invite you to continue on as a board member for additional terms thereafter.
  - *Note: Your term of service is subject to change at the discretion of the IRB.*
- **Quality of Reviews:** We expect members to conduct reviews consistent with the guidelines outlined in the [Writing a Review Summary](#) guidance document.
- **Meeting Attendance:** To be considered a member in good standing, we expect our board members to attend at least 75% of their board meetings each year and to arrange to attend other panel meetings if they anticipate missing their own in a given month.
- **Training Requirements:** As an IRB member you are required to complete ongoing training throughout your term of service. You will be notified of these requirements each year and given opportunity to complete the requisite training.

#### Board Member Responsibilities

- **Orientation & Training:** Please complete the following items:
    - **Orientation:** Schedule a live orientation. We'll go over some of the most basic information about serving on the IRB, give you a tour of our electronic review system, and answer any questions you may have. You can come to the IRB office (RAB 140), or we can schedule a video conference or conference call. The orientation shouldn't take longer than 30-45 minutes. *Please send me a few dates/times that work for you.*
    - **ERICA Profile:** Log into ERICA and [create](#)/update your Board Member Profile. If you need technical assistance, please contact our front desk at (801) 581-3655.
- It is very *important* that you verify that your email address in your ERIC A profile is correct. All official correspondence from the IRB will be sent to your profile address.

# Board Member Responsibilities & Expectations



- **Handout:** Reminder for those of you who have been around for a while; for our newer members, this information was provided in your onboarding letter.
- **A Note about Training:** GCP for all is a new requirement; all board members must have this completed in 2018. Members who do not have this done after a few months will be contacted individually to ensure it gets done.
  - Our members are welcome to do the SB training or the Med version; you don't have to do both.
  - Trainings expire every three years.

# Benefits of Service



What have you found to be some of the benefits of serving on the IRB?

What do you find helpful or rewarding about being an IRB member?

What's your motivation?

# Benefits of Service



## Did You Know Your IRB Service Can:

- Fulfill department service requirements
- Provide CME or professional development credit for our annual training
- Networking opportunities
- We can provide members in good standing with letters of reference
- Also, LUNCH! 😊

# Coming Soon...



- Plans for more written materials, instructional videos
  - Expedited reviewer training
  - ERICA navigation help videos
    - ❖ View Differences
    - ❖ Approve w/ Changes vs. Tabled
- Improved “Board Member Resources” hub on the IRB website
  - Training slides and videos
  - Board member manual and guidance documents

Please contact me with your ideas!

# Help Wanted



I need your help with a few things...

## Recruitment



We need unaffiliated community members

## Input



Your ideas regarding materials or information that would be helpful is welcome

## History of the IRB



We're trying to gather information about the history of the IRB

## Evaluations



If you receive an evaluation this year, please respond promptly

**Thank You for All You Do!**



Questions?