

AAHRPP Site Visit Interview Preparation

University of Utah Institutional Review Board

INTERVIEW BASICS

Introduction

The University of Utah is the premier research institution in Utah and the administrative center for the Human Research Protection Program (HRPP) that ensures research is conducted with the highest ethical, academic, and regulatory standards. The HRPP extends to Primary Children's Hospital, VA Salt Lake City Health Care System, and Shriners Children's Hospital – Intermountain. The University of Utah institutional officials, investigators and research staff, IRB members and IRB staff are all a part of the University of Utah HRPP.

The Association for the Accreditation of Human Research Protection Programs (AAHRPP) promotes the highest quality research through an accreditation process that helps organizations worldwide strengthen their HRPPs. As the "gold standard," AAHRPP accreditation offers assurances—to research participants, researchers, sponsors, government regulators, and the general public—that our HRPP is focused first and foremost on excellence. The University of Utah Human Research Protection Program received full AAHRPP accreditation in June 2007 and is currently seeking reaccreditation.

Interview Prep Sheets

Successful interviews are a critical part of maintaining accreditation. We are relying upon you and your commitment to protecting human subjects to reflect the high quality of our HRRP. We have created a series of AAHRPP interview prep sheets to help you. Each prep sheet will focus on a specific role and describe the responsibilities for that role.

General Interview Tips

1. Know your resources

During an interview, you may be unsure whether you know the right answer but you can always respond by knowing *where* to find the right answer. AAHRPP interviewers want to see that you are familiar with the information and services available to you. It is important for you to know where to find help when you have questions.

2. Answer questions directly

Answer questions as directly as possible. AAHRPP site-reviewers have a short block of time to conduct the interview. Only provide information relevant to the question, and please try to stay on topic.

3. Reserve complaints

Please do not use your time in the interview to complain about the research review process at the University of Utah. The HRPP encourages communication from the research community including complaints or suggestions and broadly advertises the opportunity to provide such feedback. As always, you are welcome to provide any complaints, concerns or suggestions to the IRB or to the Research Integrity and Compliance Office. Please see the [Contact Us](#) page on the IRB website for contact information.

4. Areas of Focus

- a. What are your roles and responsibilities in the Human Research Protection Program? Focus on philosophical aspects (ethical reasoning) of your role first, then know the regulatory details.
- b. What is your general understanding of the full process for the review and conduct of research? What are the specific details for your part in that process?
- c. Where do you obtain answers for ethical/regulatory behaviors expected of you in conducting research duties?
- d. How do you access institutional policies and procedures relevant to your role?
- e. What human subjects research training or education have you received and how it is utilized in your role?
- f. How do you handle problems that are discovered with the research review process or the conduct of specific research protocols?
- g. How do you ensure compliance with your part of the research process, including quality improvement and assurance activities that you conduct?