



TITLE	105: Management of REB Office Personnel
SCOPE	The activities of the Research Ethics Boards operating under the direct authority of the University of British Columbia
RESPONSIBILITIES	The Vice-President, Research & Innovation, the Director, Research Ethics, and all Research Ethics Board (REB) Chairs
APPROVAL AUTHORITY	The Vice-President, Research & Innovation
EFFECTIVE DATE	May 2018
Supersedes documents dated	May 2011, April 2009, July 2003

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to describe management policies and procedures to promote the long-term commitment of REB Office Personnel and ensure the efficient and effective administration and enforcement of REB decisions.

2.0 DEFINITIONS

See Glossary of Terms.

3.0 PROCEDURE

REB Office Personnel provide consistency, expertise, and administrative support to the REB, and serve as a daily link between the REB and the research community. REB Office Personnel are the most vital component in the effective operation and enforcement of the University of British Columbia human participants protection program, thus the highest level of professionalism and integrity on the part of the REB Office Personnel is expected.

3.1 Job Descriptions

3.1.1 Job descriptions will be developed to establish the role requirements for the REB Office Personnel, in accordance with organizational policies and procedures¹;

3.1.2 Members of the REB Office Personnel will be provided with a description of the responsibilities expected of their positions, as well as access to all applicable organizational policies and procedures. The performance of REB Office Personnel will be reviewed according to current Institutional guidelines.

3.2 Responsibilities

3.2.1 REB Office Personnel responsibilities may include:

- the pre-review of submissions and requests to the REB,
- quality management activities,
- the management of administrative issues involving REB research ethics oversight as described by applicable REB policies,
- the implementation of REB directives, and
- the provision of advice and information to the REB and researchers.

3.3 Hiring and Terminating REB Office Personnel

3.3.1 The human resource policies of the University of British Columbia determine the procedures and policies for recruiting, hiring, and terminating REB Office Personnel².

3.4 Delegation of Authority or Responsibility

3.4.1 Appropriate tasks or responsibilities may be delegated to the REB Office Personnel in accordance with University of British Columbia/REB policy, if the individual has the expertise to carry out the task(s), as per applicable guidelines.

3.5 Performance Evaluations and Documentation

3.5.1 Performance feedback will be provided on an ongoing basis;

3.5.2 The human resource policies of the University of British Columbia will determine responsibility for conducting formal performance evaluations in accordance with organizational policies and procedures³;

3.5.3 The REB Office Manager will determine responsibility for identifying, documenting and retaining formal REB Office Personnel interactions.

3.6 Periodic Evaluation of REB Office Human Resource Needs

3.6.1 A periodic evaluation of the adequacy of the REB resources will be conducted;

3.6.2 The evaluation will assess whether the REB Office Personnel, equipment, finances and space are adequate to carry out its function in support of the REB;

3.6.3 The assessment takes into consideration the volume, complexity and types of research projects administered by the REB Office Personnel and whether activities in support of the REB can be completed in a timely manner;

3.6.4 The need for additional resources will be discussed with the Director, Office of Research Ethics, as appropriate;

3.6.5 Staffing levels and function allocation will be determined according to institutional policy, management assessment of support requirements, and budget constraints.

4.0 REFERENCES

1. *Human Resources, University of British Columbia – Job Description Guidelines:*
<http://www.hr.ubc.ca/administrators/recruiting/writing-job-description/>

2. *Human Resources, University of British Columbia – Recruiting Guidelines:*
<http://www.hr.ubc.ca/administrators/recruiting/>

3. *Human Resources, University of British Columbia – Performance Review Guidelines:*
<http://www.hr.ubc.ca/administrators/performance-development/>