



TITLE	202: Management of the Board
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, delegated to the Director, Research Ethics, all Research Ethics Board (REB) Chairs and all REB Office Personnel
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 the management and oversight of the REB to ensure continuity of membership and the expertise to meet guidelines, regulations and institutional mandates.

2.0 DEFINITIONS

See the Glossary of Terms.

3.0 PROCEDURE

The management of the membership of the REBs and oversight of member appointments, REB related activities, communications, and other administrative details are the responsibility of the Director, Research Ethics.

3.1 Appointments – Regular Members and Alternates

- 3.1.1** The Vice-President, Research & Innovation, in consultation with the REB Chair and the Director, Research Ethics has the authority to appoint members to the REBs. This process is outlined in each UBC-affiliated REB's terms of reference, kept on file at each respective REB Office. Members will be solicited from the University and the greater Vancouver communities;
- 3.1.2** Community members (meeting membership requirements) are solicited from the greater local community;
- 3.1.3** Each REB member selected is approved by the REB Chair or designee, or as determined by the UBC REB terms of reference;
- 3.1.4** Candidates selected to serve on the REB will be asked to sign a letter of appointment and a *Confidentiality of Information and Conflict of Interest Agreement*.

3.2 Appointments – REB Chair and Co-Chair

- 3.2.1** The REB Chair is appointed as per the organization's REB terms of reference;
- 3.2.2** The REB Co-Chair is appointed as per the organization's REB terms of reference;
- 3.2.3** The REB Chair and Co-Chair will be asked to sign a *Confidentiality of Information and Conflict of Interest Agreement*.

3.3 Ad Hoc Advisors

- 3.3.1** At his/her discretion, the REB Chair or designee may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the REB.

3.4 Terms of Appointment

- 3.4.1** The initial term of an REB member appointment is one year;
- 3.4.2** Renewal of appointment may occur for a term of 3 years, by mutual agreement of the REB member, REB Chair, Director, Research Ethics and the Vice-President, Research & Innovation¹. An additional 3 year renewal period may be granted upon mutual agreement. Every effort will be made to ensure continuity and a core of knowledgeable and experienced members;

3.4.3 The Chair of the REB will be appointed by the Vice-President, Research & Innovation and shall serve, initially, for a term of one year, renewable at the discretion of the Vice-President Research and with the agreement of the Chair, for an additional two years. At the expiry of the initial three year term, the appointment may be renewable for additional term(s) with the agreement of the Chair and at the discretion of the Vice-President, Research & Innovation;

3.4.4 Terms will be overlapping to preserve the experience level, expertise, and continuity of the REB.

3.5 Qualifications and Training of REB Members

3.5.1 Each member of the REB will follow qualification and training procedures as outlined by each UBC-affiliated REB office.

3.6 Resignations and Removals

3.6.1 A member may resign before the conclusion of his/her term upon provision of notice to the REB Chair or designee. The vacancy will be filled as quickly as possible;

3.6.2 An REB member may be asked to step down if they regularly miss scheduled Full Board meetings in their term;

3.6.3 The REB Chair or designee, or Vice-President, Research & Innovation may otherwise remove an REB member at any time, if they are not fulfilling their designated REB duties in a timely, competent and ethical manner;

3.6.4 An REB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest or any other relevant behavior that could be perceived as compromising his/her ethical judgment;

3.6.5 Every effort will be made to recruit a similarly qualified replacement prior to the departure of a member to preserve the level of experience and expertise and to ensure the continuity of the functions of the REB.

3.7 Compensation

3.7.1 Participation by University faculty or staff as an REB member is considered a component of their job responsibilities as established by their supervisors. Clinicians and other non-University personnel may be remunerated for their service at the discretion of the Vice-President, Research. Community members shall receive reimbursement for parking and

other miscellaneous expenses upon request. REB Chairs and Co-Chairs receive compensation as permitted by the Vice-President, Research & Innovation in consultation with the Director, Office of Research Ethics.

3.8 Liability and Coverage

3.8.1 Members are indemnified by the University as part of their REB membership in their capacity as agents of the University.

3.9 Documentation

3.9.1 The REB Office Personnel will maintain an updated electronic REB membership list;

3.9.2 The REB membership list is reviewed and updated as required, or with the initiation of new or conclusion/termination of existing terms;

3.9.3 The current REB membership list is available on each UBC-affiliated REB's website². Archived REB membership lists are kept on file within each UBC-affiliated REB's office;

3.9.4 CVs, other supporting documents related to education and expertise, signed members' letters of appointment and confidentiality agreements for all current and past REB members will be maintained in the REB office;

3.9.5 REB rosters will be maintained by the Office of Research Ethics and REB Managers and will include:

- Names of REB members,
- Earned degrees,
- Area(s) of expertise and organizational affiliation(s),
- The representative capacity of REB members:
 - Role on the REB (e.g. scientific, nonscientific),
 - Sex,
 - Canadian citizenship status,
 - Knowledge of vulnerable populations
 - Indications of REB members experience (such as board certification, licenses, etc.) sufficient to describe each REB member's chief anticipated contribution to REB deliberations (as applicable);

3.9.6 A detailed membership list will be kept in the REB office. This list will contain REB member contact information and additional information on areas of expertise for the purposes of communication and reviewer assignment. It will be kept confidential for access only by REB members and the REB Office Personnel;

3.9.7 The REB Chair or appropriately designated REB Office Personnel will update the REB registration with the U.S. Office for Human Research Protection (OHRP) when applicable⁴.

4.0 REFERENCES

1. *The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Article 6.6:
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#toc06-1a>
2. *UBC Office of Research Ethics*:
<https://ethics.research.ubc.ca/>
3. *U.S. Department of Health and Human Services – Title 45 Code of Federal Regulations Part 46 (45 CFR 46.103(b)(3))*:
<https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/#46.103>
U.S. Department of Health and Human Services – Title 21 Code of Federal Regulations Part 50 (21 CFR 56.115(a)(5)):
<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcr/CFRSearch.cfm?fr=56.115>
4. *Federalwide Assurance (FWA) for the Protection of Human Subjects*:
<https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwas/fwas/fwa-protection-of-human-subjectt/index.html>