



<b>TITLE</b>	<b>204: REB Office Personnel Serving as REB Members</b>
<b>SCOPE</b>	The activities of the Research Ethics Boards operating under the direct authority of the University of British Columbia
<b>RESPONSIBILITIES</b>	The Vice-President, Research & Innovation, delegated to the Director, Research Ethics, all Research Ethics Board (REB) Chairs and members and all REB Office Personnel
<b>APPROVAL AUTHORITY</b>	The Vice-President, Research & Innovation
<b>EFFECTIVE DATE</b>	May 2018
<b>Supersedes documents dated</b>	No previous versions

### 1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to describe the duties of REB Office Personnel serving as members of the Research Ethics Board (REB).

### 2.0 DEFINITIONS

See the Glossary of Terms.

### 3.0 PROCEDURE

Each REB member’s primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill his or her duties, REB members must be versed in regulations governing human participants’ protection and research ethics, and policies germane to human research participant protection.

## **3.1 Duties**

- 3.1.1** REB Office Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- 3.1.2** REB Office Personnel that have been appointed to serve as REB members may perform delegated review in accordance with the delegated review procedure;
- 3.1.3** The assignment of these tasks to REB Office Personnel will be documented.

## **3.2 Appointment Criteria**

- 3.2.1** REB Office Personnel serving as REB members shall have knowledge, experience, and training comparable to what is expected of REB members. The REB shall ensure that Office Personnel can fulfill their responsibilities as REB members independently<sup>1</sup>;
- 3.2.2** To ensure the independence of REB decision making, institutional senior administrators shall not serve on the REB.

## **3.3 Training and Education**

- 3.3.1** REB Office Personnel serving as REB members are expected to additionally follow training and education procedures for REB members.

## **3.4 Conflict of Interest**

- 3.4.1** REB Office Personnel serving as REB members are additionally expected to follow conflict of interest procedures for REB members.

## **4.0 REFERENCES**

1. *The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Article 6.4:  
[http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#ch6\\_en\\_a6.4](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#ch6_en_a6.4)