

MEMBER RESPONSIBILITIES – IRB VICE CHAIRPERSON

OR 203-D

5/1/06

MEMBER RESPONSIBILITIES – IRB VICE CHAIRPERSON

Title	IRB Vice-Chairperson
Term	At least 3 years
Responsibilities	<p>In the absence of the IRB Chairperson, the Vice Chairperson of the IRB assumes the following duties:</p> <ul style="list-style-type: none">Chairs convened meetings of the IRB.Ensures quorum and adequate expertise for action at convened meetings.Reviews all submitted investigator reports and determine if there is reason for full IRB review. Perform or delegate expedited review of research applications and revisions.Reviews reports of serious or unexpected adverse events.Reviews all Research Project Reviews and Progress ReportsReviews all Research Project Termination forms.Consults with Investigators as needed.Conducts training sessions with investigators and research staff.Obtains continuing education germane to IRB responsibilities.Suspends the conduct of a clinical trial deemed to place individuals at unacceptable risk pending IRB review.The Vice Chairperson may delegate to a qualified member of the IRB to assist or act on behalf as a general procedure, or on a case-by-case basis.
Time Commitment	<p>7 additional hours per month</p> <p>Attend Continuing Education</p>
Other Requirements	<p>The task of making the IRB a respected part of the institutional community will fall primarily on the shoulders of the Chairperson and the Vice-Chairperson. The IRB must be, and must be perceived to be, fair, impartial, and immune to pressure by the institution's administration, the investigators whose protocols are brought before it, and other professional and nonprofessional sources.</p>