

## MEMBER RESPONSIBILITIES – CHAIR - MEDICAL SUBCOMMITTEE

OR 203-G

5/1/06

### MEMBER RESPONSIBILITIES – CHAIR - MEDICAL SUBCOMMITTEE

<b>Title</b>	Chair- Medical Subcommittee
<b>Term</b>	At least 3 years
<b>Responsibilities</b>	<p>Maintain necessary communication and correspondence between the Subcommittee and the IRB.</p> <p>Provide preliminary review for clinical/medical proposals before they go to the Full Board.</p> <p>Review Adverse Events as necessary and provide comments.</p> <p>Submit reviews and comments to the IRB Administrative Secretary by predetermined date.</p> <p>Present Subcommittee comments, advice and recommendations regarding approval, disapproval, deferring or modification of the proposal to the IRB.</p> <p>Consult with Investigators as needed.</p>
<b>Time Commitments</b>	<p>3 hours per month</p> <p>Attend Continuing Education</p> <p>Members are advised to alert the IRB Secretary or IRB Coordinator well in advance, if possible, if they cannot attend an IRB meeting.</p>
<b>Other Requirements</b>	<p>The following financial relationships must be disclosed annually: any equity interests of themselves or an immediate family member over \$10,000 to commercial entities that sponsor or conduct research in this institution; significant payments of other types, including honoraria, consultant fees received from commercial entities that sponsor or conduct research in this institution.</p> <p>A potential for a conflict of interest must be disclosed prior to IRB review of research. Conflicts of interest could include close personal or professional relationship to an Investigator; interest, financial or otherwise, in the outcome of the research.</p>