

**INSTITUTIONAL REVIEW BOARD
SOP 103: MANAGEMENT OF IRB STAFF**

POLICY

The IRB administrator provides consistency, expertise, and administrative support to the IRB, and serves as a daily link between the IRB and the Decatur Memorial Hospital's research community. Thus, the IRB administrator is the most vital component in the effective operation of Decatur Memorial Hospital's human subjects research protection program. Therefore, the highest level of professionalism and integrity on the part of the IRB administrator are expected.

The Director of Clinical Research shall review the IRB budget on an annual basis and in accordance with the current needs of the program shall allocate resources for prioritized items.

PROCEDURES

1. Job Description and Performance Evaluation

- 1.1 The IRB administrator will have a description of his or her responsibilities.
- 1.2 The Director of Clinical Research is responsible for conducting a performance evaluation on an annual basis.

2. Staff Positions

- 2.1 Staffing levels and function allocation will be determined by Decatur Memorial Hospital policy, the Director of Clinical Research, and by budget constraints.
- 2.2 The IRB administrator is not responsible for business development for Decatur Memorial Hospital. The IRB administrator is only responsible for daily operations, including the review process.

3. Hiring and Terminating the IRB Administrator

- 3.1 The Human Resources Department at Decatur Memorial Hospital determines the policies for recruiting and hiring the IRB administrator.

4. Documentation

- 4.1 The Human Resources Department at Decatur Memorial Hospital determines the means of identifying, documenting, and retaining formal staff interaction (such as performance reviews, termination procedures, etc.).

SCOPE

This SOP applies to the IRB administrator and the Director of Clinical Research.