

**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 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 is expected.

The Manager 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 be given a description of his or her responsibilities upon hiring.
- 1.2 The Manager of Clinical Research is responsible for conducting a performance evaluation on an annual basis.

2. Staff Position(s)

- 2.1 Staffing levels and function allocation will be determined by Memorial Health policy, the Manager of Clinical Research, and by budget constraints.
- 2.2 The IRB administrator may partake in some aspects of business development for the IRB. However, the IRB administrator is mainly responsible for the daily operations of the IRB, including the review process.
- 2.3 The IRB administrator reports to the Manager of Clinical Research.

3. Hiring and Firing the IRB Administrator

- 3.1 The Human Resources Department at Memorial Health determines the policies for recruiting and hiring the IRB administrator.
- 3.2 The Manager of Clinical Research has the final decision on staff selection, and also has the authority to terminate the IRB administrator.

4. Documentation

- 4.1 The Human Resources Department at Memorial Health 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 Manager of Clinical Research.