SOP 102A: IRB MEMBER EDUCATION

1. POLICY

Education of IRB members in human research participant protection is critical if the IRB is to protect the rights and welfare of research participants in a consistent manner throughout the University research community.

IRB members charged with responsibility for reviewing, approving, and overseeing human participant research shall receive education in the regulations, guidelines, ethics, and policies applicable to human participant research.

All IRB members shall be apprised of University organizational structure with emphasis on the independent nature of the relationship of the IRB within the University. The actions of the Board members relating to their responsibilities to protect human research participants shall not be measured or evaluated in terms of institutional or financial goals.

Specific Policies

1.1 Training

1.1.1 IRB members who are overseeing research on human participants, as defined in the Glossary, that is managed by, funded by, or taking place in an entity under the jurisdiction of the Board of Regents of the University of Oklahoma shall receive initial and ongoing education by the HRPP Director or designee regarding the responsible review and oversight of human participant research and these SOPs.

1.1.2 The NC HRPP Director, under the direction of the Director of Compliance and the HSC HRPP Director, under the direction of the HSC Vice President for Research, shall establish the educational requirements for IRB members who review biomedical and behavioral research involving human participants. The HRPP Education Coordinator shall provide and document initial and continuing education.

1.1.3 Members of the IRB shall participate in initial and continuing education in areas germane to their responsibilities.

1.1.4 IRB Chairs and Vice-Chairs shall receive additional education in areas germane to their additional responsibilities.

1.1.5 IRB members shall attend workshops and other educational opportunities focused on IRB functions. The University shall support such activities to the extent possible based on budget considerations and as appropriate to the responsibilities of IRB members and staff.

1.2 Documentation

The HRPP Education Coordinator shall document such training and continuing education and include the document in the records of the IRB as described in this SOP.

2. SCOPE

This SOP applies to all IRB members.
3. RESPONSIBILITY

The HRPP Education Coordinator, under the direction of the HRPP Director, is responsible for establishing, conducting, and/or supervising all relevant education programs for all campuses.

The HRPP Education Coordinator is responsible for guiding the development of IRB member education programs, in collaboration with the HRPP Director.

The HRPP Education Coordinator documents new IRB member training.

4. APPLICABLE REGULATIONS AND GUIDELINES

21 CFR 56.107
45 CFR 46.107
OHRP IRB Guidebook

NIH NOTICE: OD-00-039 Required Education in the Protection of Human Research Participants

5. REFERENCES TO OTHER APPLICABLE SOPS

None.

6. ATTACHMENTS

102A-A  Bibliography & Resource List
102A-A-1 Bibliography & Resource List-NC
102A-B  Training Checklist and Documentation – IRB members
603B-A  Federalwide Assurance- HSC Campus
603B-C  Federalwide Assurance-Norman Campus

7. PROCESS OVERVIEW

7.1 Initial Education Requirements

7.1.1 Attendance of the New IRB Member Orientation Session

The HRPP Director and/or HRPP Education Coordinator will conduct this education session, which provides new IRB members with a general overview for applying the regulatory and ethical principles to IRB review, an overview of the SOPs pertinent to IRB meeting functions, and Board member expectations. The timeframe for completion is prior to appointment to the IRB.

The HRPP Education Coordinator will provide IRB members with a new IRB Member Packet that includes the reference materials listed below. Training on the IRB electronic information system will also be conducted to familiarize the new member with the IRB electronic review process and the reviewer checklist. IRB members are expected to read and become familiar with the information included in the following reference materials:

- OHRP IRB Guidebook containing federal regulations, Belmont Report, and OHRP and FDA guidance documents
- Orientation PowerPoint Handout
7.1.2 Successful Completion of the CITI Basic Web-based Course

A. HSC Campus: the timeframe for completion is within three months of attending the first IRB meeting as an appointed member.

B. Norman Campus: new members shall complete the CITI Basic Social/Behavioral training within the first three months of their employment or assignment to a research project.

7.2 Continuing Education Requirements

7.2.1 Successful Completion of the (CITI) Refresher Web-based Course
Timeframe for completion: Required every three years for both HSC and Norman campus IRB members.

7.2.2 Board Member Education Series
The HRPP Director periodically distributes updated information regarding new or revised IRB policies and federal regulations/guidance as well as informative articles on current events in human research participant protection.

7.2.3 Attendance of the PRIM&R Annual Conference
IRB Chairs, Vice-Chairs, and members are encouraged to attend as funds allow.

7.2.4 Attendance of Regional or National Conferences
As conferences on current regulatory issues or issues pertaining to human participant research protection become available, IRB members (including Chairs and Vice-Chairs) are encouraged to attend based on their role and area of expertise in relation to topics covered at available conferences. Frequency of conference attendance is based on availability of funding.

7.3 Documentation of Training & Education

The HRPP Education Coordinator documents the completion of the education requirements.

- New IRB Member Orientation Session: Sign-in sheet documenting attendance.
- CITI Web-based Courses: Completion reports are generated by the CITI program and are automatically forwarded to the HRPP Education Coordinator at HSC and to the HRPP Director at OU-NC.
- Norman Campus: Sign-in sheet documenting receipt of educational materials.
- PRIM&R Annual Conference: Recorded in the file of each attending IRB member on both campuses.
- Attendance of additional regional or national conferences: Attendance recorded in the file of each attending IRB member on both campuses.

Documentation of training requirements and completion will be kept on file for each IRB member. IRB tracks completion of IRB member education requirements electronically.

If the IRB education requirements are not fulfilled by an IRB member, an email reminder will be forwarded to the IRB member by the IRB Education Coordinator or designee. If the IRB member does not comply, the HRPP Director will send a reminder to the member regarding
their noncompliance with the education requirements. Any IRB member who fails to comply with the education requirements shall not be allowed to serve as a reviewer or vote on any submissions reviewed by the IRB; ultimately such member may be removed from the board.

APPROVED BY: _____________________________  DATE: 09/03/2019

NEXT ESTABLISHED REVIEW DATE: AUGUST 2020