

Title	Duties of REB Members
SOP Code	203.002
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Site Approvals

Name and Title	Signature	Date (yyyy.mm.dd)
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1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of the members of the Research Ethics Board (REB).

2.0 SCOPE

This SOP pertains to the Human Research Ethics Board (HREB), Mount Royal University.

3.0 RESPONSIBILITIES

All Mount Royal University HREB members and HREB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The HREB Chair or designee is responsible for clearly articulating all required duties associated with membership to the REB to potential and current REB members.

REB members and alternates are responsible for fulfilling their duties as specified in this SOP.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

Each REB member's primary duty is the protection of the rights and welfare of humans who are serving or will serve as participants in research. In order to fulfill their duties, REB members must be dedicated to meeting the REB's responsibilities to its research community and must be knowledgeable in the policies and guidelines germane to human research participant protection.

5.1 Attendance

- 5.1.1 Regular REB members are expected to attend the regularly scheduled REB meetings. REB Members may be asked to step down if they miss 3 consecutive HREB meetings or 50% of HREB scheduled meetings in a calendar year, without providing reasonable notice to the REB Chair or Research Compliance Officer;
- 5.1.2 REB members must notify the REB Office if they will be absent for an REB meeting to ensure that quorum can still be met and/or so that an appropriate alternate may attend in his/her place;
- 5.1.3 Alternate REB members are expected to attend the identified REB meetings for which they have confirmed their availability to replace a regular REB member, and/or a minimum of two REB meetings per year;
- 5.1.4 REB members are expected to be available for the entire REB meeting, not just the sections for which they have been assigned as reviewers.

5.2 Terms of Duty

- 5.2.1 All members of the REB, including the REB Chair and Vice-Chair, will be appointed for a term as specified by *Human Research Ethics Board (HREB) Terms of Reference policy and procedures*.

- 5.2.2 An HREB Member's term automatically expires as indicated on the appointment letter or if the Member ceases to be a full-time Academic Staff Member of the University.
- 5.2.3 If an HREB Member is, or will be, absent from three or more consecutive HREB meetings in a Meeting Year, the Chair may request that a substitute be appointed for the duration of the absence or ask that a replacement be appointed for the balance of the Member's term should it expire during the absence.

5.3 Duties

- 5.3.1 All REB members attending an REB meeting are expected to review the relevant materials submitted for each item under review or consideration by the REB, to submit comments in advance of the REB meeting, and to be prepared to discuss each agenda item and provide input at the Full Board meeting;
- 5.3.2 Each REB member is expected to fulfill specific duties based on the role as outlined below. More than one REB member may fulfill each role;
- 5.3.3 **Members with relevant expertise in research disciplines, fields and methodologies:** are expected to contribute to the evaluation of the research on its ethical, scientific and statistical merits and standards of practice. These members should also advise the REB if additional expertise is required to assess whether the research adequately protects the rights and welfare of human participants;
- 5.3.4 **Community member(s):** are expected to reflect the perspective of the participant, where relevant provide input regarding their knowledge about the respective community, and be able to discuss issues and research from that perspective; they must be at arms-length from the institution and it is preferable that they are not currently engaged in research or legal work as their principal activities;
- 5.3.5 **Member(s) knowledgeable in relevant law:** are expected to alert the REB to legal issues and their implications, but not to provide formal legal opinions nor to serve as legal counsel to the REB;

- 5.3.6 **Member(s) knowledgeable in ethics:** are expected to guide the REB in identifying and addressing ethics issues related to the research under review;
- 5.3.7 **Ad hoc advisors:** individuals with competence in special areas may be required to provide input on issues that require expertise beyond or in addition to that available on the REB. The ad hoc advisor may be required to submit a written report and to participate via teleconference or to attend the REB meeting to lend his/her expertise to the discussions;
- 5.3.8 **REB Chair:** The REB Chair or designee provides overall leadership to the REB:
- The REB Chair can delegate any of his/her responsibilities, as appropriate to a Vice-Chair or other qualified individual(s),
 - Any responsibilities that are delegated by the REB Chair must be documented,
 - The REB Chair or designee facilitates the review process based on organizational policies and procedures, SOPs and applicable regulations and guidelines. The REB Chair or designee determines the level of risk of each research project. The REB Chair or designee monitors the REB's decisions for consistency and ensures that decisions are recorded accurately and communicated to Researchers in writing in a timely fashion,
 - The REB Chair or designee ensures that all REB members are free to participate in discussions during the REB meetings. The REB Chair or designee can ask a substitute (alternate) REB member to attend an REB meeting in order to draw his/her expertise in an area that may be relevant to the REB's review and deliberations of the research,
 - The REB Chair or designee determines the appropriateness of a Full Board or delegated review of the research,
 - The REB Chair or designee performs or delegates authority to (an) REB member(s) to perform a delegated review,
 - The REB Chair or designee authorizes approval on all REB decisions, confirmed through signature, electronic signature or official letter,
 - The REB Chair or designee will report on the activities of the REB to the Organization on an annual basis,
 - The REB Chair or designee, in conjunction with the REB Office Personnel and other Organizational representatives as applicable, ensures the REB members are informed of all new legislation, regulations, policies and guidelines pertaining to human participant research and shall advise the Organization on policies and procedures related to research conduct,

- The REB Chair or designee, in conjunction with the REB Office Personnel, shall assess the educational and training needs of the REB members and Office Personnel, and will address any gaps identified,
- The REB Chair or designee reviews and approves REB policies and procedures at set intervals, to ensure the REB SOPs meet all current standards.

5.3.10 **REB Vice-Chair:** The REB Vice-Chair or equivalent is responsible for performing the responsibilities of the REB Chair when the REB Chair is unable to do so:

- The REB Vice-Chair performs all responsibilities assigned by the REB Chair,
- The REB Vice-Chair assists with the overall operation of the REB.

5.4 Primary and Secondary Reviewers

5.4.1 The REB may assign reviewers for studies reviewed at a full board meeting or for delegated reviews.

5.4.2 For delegated review: assigned reviewers present their findings resulting from review of the REB submission materials and provide an assessment of these materials, recommending specific action to the REB Chair or designee.

5.4.3 For full board review: assigned reviewers must conduct in-depth reviews of their assigned submissions and submit comments prior to the REB meeting. Reviewers may lead the discussion of the research project during the REB meeting. All REB members attending an REB meeting are expected to review the application prior to the full board as outlined in 5.3.1.

5.4.4 Assigned reviewers may review additional material(s) as requested by the REB.

5.5 Training and Education

5.5.1 REB members are expected to follow training and education procedures as outlined in SOP 103.

5.6 Conflict of Interest

5.6.1 REB members are expected to follow conflict of interest procedures.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 203.001	2023.03.03	Original version
SOP 203.002	2023.11.03	Revision to incorporate absences and leaves