Title	Management of REB Support Staff
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1   PURPOSE

This standard operating procedure (SOP) describes the overall management of the Research Ethics Board (REB) support staff.

2   SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3   RESPONSIBILITIES

The Board of Directors' official representative(s), REB Chair or designee, and designated REB staff are responsible for ensuring that the requirements of this SOP are met. The institution's Board of Directors is responsible for providing sufficient resources to adequately support the functions of the REB.[1]

4   DEFINITIONS

See Glossary of Terms.

5   PROCEDURES

The REB support staff provide consistency, expertise and administrative support to the REB, and serve as a daily link between the REB and the research community. The REB support staff are vital to ensuring efficient and effective administration and enforcement of REB decisions, thus the highest level of professionalism and integrity is expected.

5.1   Job Descriptions

5.1.1   Job descriptions are developed to establish the role requirements for the REB support staff, in accordance with organizational policies and procedures;

5.1.2   Each REB support staff will be provided with a copy of his or her job description, job expectations and access to all applicable organizational policies and procedures.

5.2   Responsibilities

5.2.1   REB support staff responsibilities include the following:

- The pre-review of submissions and requests to the REB,
- Quality management activities,
- The management of administrative issues involving REB research ethics oversight as described by applicable REB policies,
- The implementation of REB directives, and
- The provision of advice and information to the REB.

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[1]   *Plan d'action ministériel en éthique de la recherche et en intégrité scientifique*, *Gouvernement du Québec, Ministère de la Santé et des Services sociaux*, June 1998, hereafter "PAM", p. 13; Operational Guidelines for Ethics Committees that Review Biomedical Research, World Health Organization (WHO), 2000, hereafter "TDR", *s.* 2.

5.3   Hiring and Terminating REB support staff

5.3.1   The Board of Directors of the institution will determine responsibility for the recruitment, hiring, and termination of REB support staff, in accordance with the Board of Directors' policies and procedures.

5.4   Delegation of Authority or Responsibility

5.4.1   Appropriate tasks or responsibilities may be delegated to the REB support staff in accordance with the Board of Directors and/or REB policy, if the individual has the expertise to carry out the task(s), as per applicable guidelines.

5.5   Performance Evaluations and Documentation

5.5.1   Performance feedback will be provided on an ongoing basis;

5.5.2   The institution's Board of Directors will determine responsibility for conducting formal performance evaluations in accordance with the Board of Directors' policies and procedures;

5.5.3   The institution's Board of Directors will determine responsibility for identifying, documenting and retaining formal REB support staff interactions.

5.6   Periodic Evaluation of REB Office Human Resource Needs

5.6.1   A periodic evaluation of the adequacy of the REB resources will be conducted;

5.6.2   The evaluation will assess whether the REB support staff, equipment, and space are adequate to carry out its function in support of the REB;

5.6.3   The assessment takes into consideration the volume, complexity and types of research projects administered by the REB support staff and whether activities in support of the REB can be completed in a timely manner;

5.6.4   If necessary, the need for additional resources will be discussed with the designated representative of the institution's Board of Directors.

6   REFERENCES

Note: references will reflect the policies and practices of the institution's Board of Directors.

7   REVISION HISTORY

SOP Code		Effective Date	Summary of Changes
REB-SOP 104.001		2020-03-20	Original version

8   APPENDICES