

Title	Management of REB Membership
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1 PURPOSE

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

2 SCOPE

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

3 RESPONSIBILITIES

All designated REB staff are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for supervising the REB membership in the performance of their duties.

4 DEFINITIONS

See Glossary of Terms.

5 PROCEDURES

REB membership (e.g. appointment, terms) must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience and expertise for the type and volume of research reviewed.

5.1 Appointments – Regular Members and Alternates

- 5.1.1 REB members and alternates are appointed by the Board of Directors of the institution, on the recommendation of the REB Chair;
- 5.1.2 The Board of Directors can appoint an REB member for a mandate that combines more than one representative capacity or discipline;
- 5.1.3 When recommending REB members, the REB Chair will ensure that the terms of office do not all end at the same time, so as to ensure adequate continuity as regards the experience and expertise of the REB; this can be done by adjusting mandate length, if need be;
- 5.1.4 Candidates selected to serve on the REB will be asked to sign a letter of appointment and a *Confidentiality of Information and Conflict of Interest Agreement*;
- 5.1.5 Administrators of the institution cannot act as REB members.

5.2 Appointments – REB Chair and Vice-Chair

5.2.1 The REB Chair and Vice-Chair are appointed by the Board of Directors of the institution. They must be REB members or concurrently appointed as REB members.

5.3 Terms of Appointment

5.3.1 Each REB member will serve for a term specified by the institution;

5.3.2 The REB Chair and Vice-Chair will serve for a term specified by the institution.

5.4 Qualifications and Training of REB Members

5.4.1 Each member of the REB will follow qualification and training procedures.

5.5 Resignations and Removals

5.5.1 An REB member may resign before the conclusion of his/her term upon provision of notice to the REB Chair or designee;

5.5.2 An REB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest or any other relevant behavior that could be perceived as compromising his/her ethical judgment;

5.5.3 The REB Chair or designee may ask the Board of Directors to remove an REB member at any time, if they are not fulfilling their designated REB duties in a timely, competent and ethical manner. This can also be done for other serious concerns considered incompatible with the role and function of the REB¹;

5.5.4 An REB member may be asked to step down if they consistently miss a significant percentage of scheduled Full Board meetings in their term²;

5.5.5 If necessary, every effort will be made to recruit a similarly qualified replacement prior to the departure of a member to preserve the level of experience and expertise and to ensure the continuity of the functions of the REB.

5.6 Compensation

5.6.1 Compensation and reimbursement of expenses for REB members will be according to the policies of institution.

¹ *Modèle de règles de fonctionnement d'un comité d'éthique de la recherche, Ministère de la Santé et des Services sociaux, DGAERA, 2004, hereafter "Modèle", s. 6.6.5.*

² *Modèle, s. 6.6.5.*

5.7 Liability and Coverage

5.7.1 All REB members are insured for their research ethics review-related work by the institution’s insurance policy, subject to the terms and conditions of that policy.

5.8 Documentation

- 5.8.1 The REB Support Staff will maintain an updated electronic REB membership list³;
- 5.8.2 The current REB membership list and archived lists are maintained and available through the REB office;
- 5.8.3 CVs, other supporting documents related to the appointment including education and expertise, and confidentiality agreements for all current and past REB members will be maintained in the REB office⁴;
- 5.8.4 A detailed membership list will be kept in the REB office. This list will contain REB member contact information and additional information on areas of expertise for the purposes of communication and reviewer assignment. It will be kept confidential for access only by REB Support Staff;
- 5.8.5 The REB Chair or designee will update the REB registration with the U.S. Office for Human Research Protection (OHRP) when applicable.

6 REFERENCES

See footnotes.

7 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
REB-SOP 202.001	2020-03-20	Original version

8 APPENDICES

³ ICH Harmonised Tripartite Guideline – Guidelines for Good Clinical Practice E6(R1), Health Canada, 1997, hereafter “ICH GCP”, s. 3.2.1 last line.

⁴ Operational Guidelines for Ethics Committees that Review Biomedical Research, World Health Organization (WHO), 2000, hereafter “TDR”, s. 10.2.