

## MEMBER RESPONSIBILITIES – IRB CHAIRPERSON

OR 203-C

5/1/06

### MEMBER RESPONSIBILITIES – IRB CHAIRPERSON

<b>Title</b>	IRB Chairperson
<b>Term</b>	At least 3 years
<b>Responsibilities</b>	<p>In addition to the duties of IRB members, the Chairperson of the IRB assumes the following duties:</p> <ul style="list-style-type: none"><li>Serves as public spokesperson for the IRB.</li><li>Chairs convened meetings of the IRB.</li><li>Ensures quorum and adequate expertise for action at convened meetings with assistance from the IRB Coordinator and IRB Secretary.</li><li>Reviews proposals at the request of the IRB Secretary and or IRB Coordinator to determine if there is reason for full IRB review.</li><li>Performs or delegates exempt and expedited review of research applications and revisions to designated IRB members.</li><li>Reviews reports of serious or unexpected adverse events.</li><li>Consults with Investigators as needed.</li><li>Obtains continuing education germane to IRB responsibilities.</li><li>Suspends the conduct of a clinical trial deemed to place individuals at unacceptable risk pending IRB review.</li><li>The Chairperson may delegate to the Vice Chairperson or other qualified member of the IRB to assist or act on behalf as a general procedure, or on a case-by-case basis.</li></ul>
<b>Time Commitment</b>	<p>5 additional hours per month</p> <p>Attend Continuing Education</p>
<b>Other Requirements</b>	<p>The task of making the IRB a respected part of the institutional community will fall primarily on the shoulders of the Chairperson. The IRB must be, and must be perceived to be, fair, impartial and immune to pressure by the institution's administration, the investigators whose protocols are brought before it, and other professional and nonprofessional sources.</p>