



Albert Einstein College of Medicine

IRB Chair and Member Responsibilities

I. Purpose

The purpose of this Policy is to outline the general responsibilities of the Executive Chair, Chairs, Vice-Chairs, and Members of the Einstein Institutional Review Board (“IRB”).

II. Scope

This Policy applies to all Einstein IRB Chairs and Members.

III. Definitions

None

IV. Policy

Executive Chair Responsibilities

1. In consultation with senior IRB staff, periodically evaluate board members and chairs.
2. In consultation with the OHRA Director, periodically evaluate the composition of the IRB to maintain appropriate expertise and compliance with applicable regulations, laws, and institutional policies.
3. Review and evaluate policies and procedures with senior leadership.
4. Review reports of research noncompliance. Identify and obtain additional expertise (either on IRB staff or externally) for proper interpretation. Determine appropriate actions, assessment of corrective action plans, and the need for additional follow-up.
5. The Executive Chair is a voting member of the IRB.
6. The Executive Chair has all of the responsibilities of the IRB Chair, as outlined below.

Chair Responsibilities:

1. The IRB Chair has the following duties:
 - 1.1. Conducting board meetings and ensuring the boards compliance with all federal regulations.
 - 1.2. Advise on reviewer assignments.
 - 1.3. In consultation with OHRA staff, selecting a consultant reviewer, if necessary.
 - 1.4. Serve as a scientific resource to the research community.
 - 1.5. Ensure all regulatory determinations are made for each study during the full board meeting.
 - 1.6. Review, correct, and confirm full board minutes.
2. The IRB Chair is a voting member of the IRB.

Vice-Chair Responsibilities:

1. Serve as the Chair of the panel in the absence of the designated Chair.
 - 1.1. When the IRB Chair is recused from an individual protocol review due to a conflict of interest, the Vice-Chair automatically assumes the responsibility of Chair for that particular review.
 - 1.2. If both the Chair and Vice-Chair are, absent or recused due to conflicts of interest, an experienced IRB member may be designated to serve as meeting Chair.
2. In the absence of the Chair, the Vice-Chair may perform his or her administrative duties outside of meetings such as reviewing assignments or signing meeting minutes.
3. The IRB Vice-Chair is a voting member of the IRB.

Member Responsibilities:

1. Review submitted materials prior to the meeting.
2. Maintain strict confidentiality with regard to all research protocol materials received for review, taking into account the proprietary and confidential nature of the information.
 - 2.1. The deliberations of the IRB similarly are confidential to the IRB and the PI. IRB deliberations may be disclosed to other individuals only on a case-by-case basis as decided by the Chair.
3. Review expedited protocols for proper regulatory assignment, when assigned as the reviewer.
4. Participate in continuing education sessions to improve knowledge over time, and accept and implement constructive feedback from evaluations.

V. Effective Date

Effective as of: March 10, 2020

VI. Policy Management and Responsibilities

Einstein’s Office of Human Research Affairs is the Responsible Office under this Policy. The Executive Dean is the Responsible Executive for this Policy. The OHRA Director is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive

03/16/2020

Date