IRB Chair: Selection, Responsibilities, and Evaluation

Purpose

This policy establishes the method by which the position of Boston Children’s Hospital IRB Chair and Vice Chairs are filled and their major responsibilities.

Policy

The President of Boston Children’s Hospital appoints the Chair and Vice Chairs of the Institutional Review Board. The President may appoint an acting or interim Chair/Vice Chairs during any period of vacancy.

Procedure

Selection and Appointment

During any period of temporary vacancy, the President may appoint an interim or acting Chair or Vice Chair.

Advisory Committee

For the Chair, other than to make a temporary or interim appointment, the President shall convene an advisory committee to solicit and review nominations from qualified clinical researchers. The advisory committee shall include at least one member of the Institutional Review Board and at least one member of the Medical Staff Executive Committee. The advisory committee shall consult with the Institutional Official, the Director of Clinical Research Compliance, and the Office of General Counsel. The advisory committee may make its own nominations.

Nominees shall be or be eligible to be, full or associate professors at Harvard Medical School and be members in good standing of the medical staff of BCH; be proficient in clinical research and without conflicts of interest that would curtail their ability to serve objectively and according to the mission of the IRB as defined in applicable laws, regulations, and policies.

The advisory committee shall recommend to the President at least three candidates in order of desirability. The President shall then select from among the candidates recommended or request additional candidates.

Once the Chair is selected, the President will consult with the newly appointed Chair to determine appropriate candidates for Vice Chairs. The President will appoint the Vice Chairs based on the recommendations offered.

Responsibilities

In addition to IRB membership, the responsibilities of the Chair include the following:
Primary responsibility of conducting IRB meetings
Ensure the operation of the IRB within all applicable regulatory requirements
Conduct expedited reviews
Advise and consult with investigators regarding human subject protection issues and IRB requirements
Provide an activity and issues report to Medical Staff Executive Committee on an annual basis
Participate in noncompliance investigations
Contribute to the development of policies and procedures
Serve as a liaison between the IRB, the investigators, the Institutional Official, and the President.
Work with the Director of Clinical Research Compliance to resolve administrative issues of concern

The Vice Chairs are responsible for assuming all the responsibilities in the Chair’s absence and are involved in all activities listed above on an ongoing basis.

**Evaluation**

**Self-Assessment Survey**

On an annual basis, IRB members will be asked to complete an anonymous self-assessment survey that includes questions regarding evaluation of the IRB Chair and Vice Chairs.

Members are questioned about leadership, time management at meetings, allowing members to express concerns, and the representation of the IRB’s interests and concerns to investigators and the institution. In addition, the survey contains questions regarding how the IRB functions, perceived areas for improvement, and needs for additional training. This survey also provides feedback to the Chair and Vice Chairs regarding IRB operations and changes they may want to implement. Results from this survey are provided to the Institutional Official and the President.

In addition, on an annual basis the President evaluates the performance of the IRB Chair and Vice Chairs, by consulting with the Institutional Official, the Director of Clinical Research Compliance, the Office of General Counsel, and the Chair of the Clinical and Translational Research Executive Committee as deemed necessary.

**Annual Meeting with the President**

The President meets with the IRB chair on an annual basis to discuss the evaluation and any issues raised by the IRB chair. The President may invite other individuals such as the Institutional Official, General Counsel, and other leadership to the meeting as deemed appropriate.

The meeting is also used as an annual opportunity to discuss and update the President on the human research protection program as well as outreach activities for participants, prospective participants, and their communities.

**Related Content**

None Identified
## Document Attributes

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