



## Institutional Review Board Chair: Selection, Responsibilities, and Evaluation

### 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.

### Purpose

This policy establishes the method by which the position of Chair and Vice Chairs of the Institutional Review Board are filled at Boston Children's Hospital. The major responsibilities of the Chair and Vice Chairs are also described.

### Procedure

#### Selection and Appointment

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

For the Chairperson, 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 Boston Children's Hospital; 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 Institutional Review Board 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 select from among the candidates recommended, or request additional candidates.

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

## Responsibilities

In addition to IRB membership, the responsibilities of the Chair include the following:

- Primary responsibility for conducting IRB meetings
- Ensure operation of 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:

On an annual basis, IRB members will be asked to complete an anonymous survey/self-assessment that includes questions regarding evaluation of the IRB Chair and Vice Chairs. Members will be questioned about leadership, time management at meetings, allowing members to express concerns, and representing the IRB's interest and concerns to investigators and the institution. In addition, the survey will contain questions regarding how the Committee functions, perceived areas for improvement and needs for additional training. This will also provide feedback to the Chair and Vice Chairs regarding committee operations and changes they may want to implement as they lead the committee. Results from this survey will be provided to the Institutional official and the President.

In addition on an annual basis the President will evaluate the performance of the Chair and Vice Chairs of the Institutional Review Board, 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. The President will meet 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 or their communities.

## Related Content

None Identified

## Document Attributes

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