

	RESEARCH ETHICS BOARD	
	STANDARD OPERATING PROCEDURES	
	SOP Number	202
	Management of REB Membership	
	Date of Issue	2022 07 13
<p>Purpose: This standard operating procedure (SOP) describes the management and oversight of the membership of the Research Ethics Board (REB) to ensure continuity of membership and the expertise to meet guidelines, regulations and institutional mandates.</p> <p>Directives: Fraser Health Policy “The Ethical Conduct of Research and Other Studies Involving Human Participants”</p> <p>Reference: FHREB Terms of Reference, 2019 10 08 CAREB SOP 202.003</p> <p>Responsibility: All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.</p> <p>The REB Chair or designee is responsible for monitoring and managing the REB membership.</p>		

Procedure

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.

1.0 Appointments – Regular Members and Alternates

- 1.1 Regular REB members and alternates are appointed by the REB Chair in consultation with the Research Ethics & Compliance Manager, in accordance with the REB terms of reference. Members are solicited from the Health Authority and the greater Fraser Health region;
- 1.2 The backgrounds of the regular members shall be varied in order to promote complete and adequate reviews of the types of research activities commonly reviewed by the REB. The majority of regular members must be Canadian

citizens or permanent residents under the Immigration and Refugee Protection Act;

- 1.3 Community members (meeting membership requirements) are solicited from the greater local community;
- 1.4 Each REB member selected is approved by the REB Chair or designee or as determined by the REB terms of reference;
- 1.5 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*.

2.0 Appointments – REB Chair

- 2.1 The REB Chair is appointed by the Vice President responsible for Research, in accordance with the REB terms of reference and Fraser Health Policy The Ethical Conduct Of Research And Other Studies Involving Human Participants;
- 2.2 The Vice President responsible for Research may appoint a Chair/Vice-Chair or co-Chairs, depending on the nature and volume of the research reviewed by the REB and the experience level of the Chair(s);
- 2.3 The REB Chair(s) will be asked to sign a *Confidentiality of Information and Conflict of Interest Agreement*;
- 2.4 Whenever possible and practicable, the REB Chair will be selected from experienced REB members who have expressed interest in becoming the REB Chair and who are familiar with the applicable regulations and guidance documents;
- 2.5 The REB Office Personnel updates the REB membership roster and OHRP registration, if applicable, to reflect this change.

3.0 Ad hoc Advisors

- 3.1 At their discretion, the REB Chair or designee may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the REB.

4.0 Terms of Appointment

- 4.1 The initial term of appointment is three years;
- 4.2 Re-appointment of an REB member for (an) additional term(s) is allowed, by mutual agreement of the REB member and the REB Chair or designee. Every

effort will be made to ensure continuity and a core of knowledgeable and experienced members;

- 4.3 The REB Chair are initially appointed for three years. Re-appointment for additional terms is allowed, by mutual agreement of the REB Chair and the Vice President responsible for Research;
- 4.4 Terms will be overlapping to ensure the experience level, expertise, and continuity of the REB.

5.0 Qualifications and Training of REB Members

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

6.0 Resignations and Removals

- 6.1 An REB member may resign before the conclusion of their term upon provision of notice to the REB Chair or designee;
- 6.2 An REB member may be asked to step down if they consistently miss a specified percentage of the scheduled Full Board meetings in their term;
- 6.3 The REB Chair or designee may otherwise remove an REB member at any time, if they are not fulfilling their designated REB duties in a timely, competent and ethical manner;
- 6.4 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 their ethical judgment;
- 6.5 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.

7.0 Compensation

- 7.1 Compensation and reimbursement of expenses for REB members will be according to organizational policies.

8.0 Liability and Coverage

- 8.1 All REB members are insured for their research ethics review-related work by the terms and conditions of the Fraser Health Policy the Ethical Conduct of Research and Other Studies Involving Human Participants.

9.0 Documentation

- 9.1 The REB Office Personnel will maintain an updated electronic REB membership list;
- 9.2 The REB membership list is reviewed and updated as required, or with the initiation of new or conclusion/termination of existing terms;
- 9.3 The current REB membership list and archived lists are maintained and available through the REB office;
- 9.4 CVs, other supporting documents related to education and expertise, signed members' letters of appointment and confidentiality agreements for all current and past FHREB members shall be maintained in the REB office;
- 9.5 The REB Chair or designee will maintain the REB membership roster which includes: name, degree(s), area(s) of expertise and organizational affiliation(s), role on the REB (e.g. scientific, non-scientific), sex, Canadian citizenship status, and indications of experience such as board certification, licenses, etc. sufficient to describe each member's chief anticipated contribution to REB deliberations (as applicable);
- 9.6 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 members and the REB Office Personnel;
- 9.7 The REB Chair or designee will update the REB registration with the US Office for Human Research Protection (OHRP) when applicable;
- 9.8 The membership roster includes a signed attestation by the REB Chair that also complies with the requirements of the U.S. regulations under 45 CFR 46.103.
- 9.9 A digital signature of the REB Chair is considered valid for the purpose of distributing the membership roster;
- 9.10 The roster is maintained and updated according to the board meeting date when a new board member first attends a full board meeting or according to the board meeting date at which an outgoing board member is no longer in attendance;
- 9.11 The membership roster is made available to researchers at the DERS website at <http://research.fraserhealth.ca> or from the DERS office.