Tip Sheet 7: Evaluation of IRB Chairs, Vice-Chairs, IRB Members, and IRB Staff

Related Accreditation Element: II.1.B.
The periodic assessment of IRB chairs, vice-chairs, IRB members, and IRB staff is essential to a well functioning HRPP and IRB. Evaluations serve to validate performance, identify areas which need improvement (both in function and knowledge), and make changes when appropriate. Evaluations should be performed periodically, usually annually, and scheduled to occur at the time of re-appointment. The types of assessments that are performed vary widely from self-assessments to objective and subjective evaluation by peers or supervisors. Whatever the technique, the evaluations should be used in support of an action, such as direct feedback, changes, or providing individual or group education for identified areas of need.

While IRB staff are routinely evaluated according to general human resources policies and procedures, the organization should perform additional evaluation pertaining specifically to the unique requirements and knowledge necessary for IRB staff. In some cases, where IRB staff also serve as IRB members, they should be evaluated by both processes.

Recommended Content:

Evaluation of IRB chairs and vice-chairs:

1. Process
   a. Indicate the individual who performs the evaluation, such as:
      i. Self-evaluation
      ii. Supervisor or other administrator
      iii. Peers (e.g., IRB members or other chairs or vice-chairs)
   b. Indicate the timeframe for periodic evaluation (e.g., annually)
   c. Indicate how feedback is provided (e.g., face-to-face or letter)
   d. Indicate whether the evaluation is provided to other people (e.g., vice president for research or chief executive officer)

2. Content of Evaluation – examples of criteria
   a. Objective criteria:
      i. Number of meetings attended and chaired out of total number of meetings
      ii. Number of exempt determinations made
      iii. Number of protocols reviewed by the expedited procedure
      iv. Number of protocols reviewed that went to the convened IRB
      v. Number of reviews completed as the primary reviewer
      vi. Completion of educational requirements
      vii. Attendance at educational sessions

Enhancing Protection for Research Participants
viii. Number of educational sessions conducted

b. Subjective criteria:
i. Leadership of the IRB
ii. Ability to lead meetings
iii. Preparedness for meetings
iv. Knowledge of regulations and identification of areas for improvement
v. Knowledge of organizational policies and procedures and identification of areas for improvement
vi. Communication with investigators
vii. Communication with organizational officials
viii. Communication with IRB staff
ix. Ability to work with IRB staff
x. Ability to help investigators
xi. Issues related to being a general IRB member

**Evaluation of IRB members:**

1. Process
   a. Indicate the individual who performs the evaluation, such as:
      i. Self-evaluation
      ii. IRB chair
         iii. HRPP or IRB administrator
   b. Indicate the timeframe for periodic evaluation (e.g., annually)
   c. Indicate how feedback is provided (e.g., face-to-face or letter)
   d. Indicate whether the evaluation is provided to other people (e.g., department chair or vice president for research)
   e. Indicate how aggregate information is used to identify and address areas needing improvement (e.g., focus for education)

2. Content of Evaluation – examples of criteria
   a. Objective criteria:
      i. Number of meetings attended out of total number of meetings
      ii. Number of exempt determinations made
      iii. Number of protocols reviewed by the expedited procedure
      iv. Number of protocols reviewed that went to the convened IRB
      v. Number of reviews completed as the primary reviewer
      vi. Timeliness of reviews
      vii. Completion of required checklists
      viii. Completion of educational requirements
      ix. Attendance at educational sessions
      x. Number of educational sessions conducted
   b. Subjective criteria:
i. Preparedness for meetings
ii. Contribution to IRB meetings
iii. Quality of reviews
iv. Knowledge of regulations and identification of areas for improvement
v. Knowledge of organizational policies and procedures and identification of areas for improvement
vi. Communication with investigators
vii. Communication with IRB staff
viii. Ability to work with IRB staff

**Evaluation of IRB staff:**

1. Process
   a. Indicate who performs the evaluation, such as:
      i. Self-evaluation
      ii. HRPP or IRB administrator
      iii. IRB chair
   b. Indicate the time frame for periodic evaluation (e.g., annually)
   c. Indicate how feedback is provided (e.g., face-to-face or letter)
   d. Indicate whether the evaluation is provided to other people (e.g., vice president for research)
   e. Indicate how aggregate information is used to identify and address areas needing improvement (e.g., focus for education)

2. Content of Evaluation – examples of criteria
   a. Objective criteria
      i. Workload – handles workload efficiently
      ii. Number of exempt determinations made
      iii. Number of protocols processed that were reviewed by the expedited procedure
      iv. Number of protocols processed that went to the convened IRB
      v. Timeliness of processing materials
      vi. Completion of required checklists
      vii. Completion of checklists and documentation
      viii. Maintains paper files efficiently and correctly
      ix. Prepares agenda in a timely manner
      x. Prepares convened IRB minutes in a timely manner
      xi. Maintains IRB rosters efficiently and correctly
      xii. Prepares IRB records efficiently and correctly
      xiii. Completion of educational requirements
      xiv. Attendance at educational sessions
      xv. Number of educational sessions conducted
      xvi. Attainment and maintenance of certification (e.g., CIM or CIP)
b. Subjective criteria:
   i. Preparedness for meetings
   ii. Quality of pre-reviews
   iii. Completes and maintains convened IRB records efficiently and correctly
   iv. Completes and maintains convened IRB minutes efficiently and correctly
   v. Knowledge of regulations and identification of areas for improvement
   vi. Knowledge of organizational policies and procedures and identification of areas for improvement
   vii. Communication with IRB chair and vice-chair
   viii. Communication with supervisor
   ix. Communication with investigators
   x. Ability to help investigators

Note: The criteria used for the evaluation may appear in an evaluation form and only be referenced in a written procedure.