

Standard Operating Procedure (SOP)

SOP #: 401.102	HRP-102 Designated Reviewers
Executive Owner: Vice President Research Operations	Effective Date: 7/15/2015
	Review Date: 09/18/2019

Scope	This standard operating procedure (SOP) applies to the <Research Personnel> and Institutional Review Board (IRB) staff members, chair and committee members at AdventHealth Orlando.
Purpose	This procedure establishes the process to designate ore remove <Experienced IRB Member> from the list of IRB members who can conduct <Non-Committee Review>. This procedure begins when [IRB Executive Chair] considers adding or removing a <Designated Reviewer>. This procedure ends with the [IRB executive Chair] notifies HRPP staff of a new <Designated Reviewer> or the removal of a <Designated Reviewer>.
Qualified Personnel	[IRB Executive Chair]
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. To add a <Designated Reviewer> <ol style="list-style-type: none"> a. Review the IRB roster and ensure that the proposed individual is an IRB member. b. Verify that the IRB member is an <Experienced IRB Member>. 2. To remove a <Designated Reviewer> no criteria need be followed. 3. Notify the HRPP staff member managing the IRB roster of the decision to add or remove an IRB member and have that HRPP staff member update the IRB roster. 4. Notify the individual of the decision.
Definition(s)	IRB: Institutional Review Board OSP: Office of Sponsored Programs
Reference(s)	Not applicable.
Related Documents	Not applicable.
Keywords	IRB, institutional review board, IRB member