

# Standard Operating Procedure (SOP)

SOP #: 401.126	HRP-126 IRB Roster
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 09/23/2019

<b>Scope</b>	This SOP applies to all <HRPP Personnel> responsible for maintaining IRB rosters.
<b>Purpose</b>	This SOP describes the information recorded in IRB rosters.
<b>Qualified Personnel</b>	[HRPP Personnel] are responsible for carrying out these procedures.
<b>Training</b>	Not applicable.
<b>Supplies &amp; Equipment</b>	Not applicable.
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. Note on the IRB roster: <ol style="list-style-type: none"> <li>1.1. The IRB registration number</li> <li>1.2. The IRB registration name</li> <li>1.3. Any restrictions on the IRB's scope</li> <li>1.4. Effective date of the roster</li> <li>1.5. If the roster is inactive, the end effective date of the rosters</li> <li>1.6. If the IRB was deactivated, a note to that effect</li> </ol> </li> <li>2. For each IRB member record: <ol style="list-style-type: none"> <li>2.1. Name</li> <li>2.2. Earned Degrees</li> <li>2.3. Gender</li> <li>2.4. Scientific Status <ol style="list-style-type: none"> <li>2.4.1. Whether the IRB member has primary interests in scientific or non-scientific areas: S (Scientific) or NS (Non-scientific)</li> </ol> </li> <li>2.5. Representative Capacity <ol style="list-style-type: none"> <li>2.5.1. Populations about whom the IRB member is knowledgeable or experienced. (e.g., children, prisoners)</li> <li>2.5.2. If the member represents the general perspective of subjects, note this.</li> </ol> </li> <li>2.6. Indications of Experience <ol style="list-style-type: none"> <li>2.6.1. Brief description that describes the IRB member's chief anticipated contributions to IRB deliberations, such as profession, certifications, licensure, IRB experience, research experience, or life experience.</li> </ol> </li> <li>2.7. Relationship to the AdventHealth Orlando <ol style="list-style-type: none"> <li>2.7.1. Description of any relationship between the IRB member and the AdventHealth Orlando</li> </ol> </li> <li>2.8. Affiliation Status</li> </ol> </li> </ol>

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<p><b>Definition(s)</b></p> <p><b>Reference(s)</b></p> <p><b>Related Documents</b></p> <p><b>Keywords</b></p>	<p>2.8.1. Whether the IRB member or an &lt;Immediate Family&gt; member of the IRB member has a relationship with the AdventHealth Orlando: A (Affiliated) or NA (Non-affiliated)</p> <p>2.8.2. Note that an IRB member may have no relationship to AdventHealth Orlando, but the IRB member may be affiliated because an &lt;Immediate Family&gt; member may have a relationship with AdventHealth Orlando.</p> <p>2.9. Office</p> <p>2.9.1. Whether the IRB member is an IRB chair, IRB vice-chair, or other appointed office.</p> <p>2.10. Membership Status</p> <p>2.10.1. Whether the IRB member is a regular member or an alternate member.</p> <p>2.11. Alternates For</p> <p>2.11.1. If the member is an alternate member, the class of IRB members for whom the member can alternate.</p> <p>2.12. Designated Reviewer</p> <p>2.13. Whether the member is a &lt;Designated Reviewer&gt;</p> <p><a href="#">For &lt;Angle Brackets&gt; refer to Policy 400.001 HRP-001 Definitions</a>  <a href="#">For [Square Brackets] refer to Policy 400.003 HRP-003 Designations</a></p> <p>Electronic Code of Federal Regulation (<i>e-CFR</i><sup>TM</sup>). (June 10, 2015). 21 CFR; §56.115(a)(5), 56.107(d): IRB Records. Retrieved from: <a href="#">Click here</a>.</p> <p>Electronic Code of Federal Regulation (<i>e-CFR</i><sup>TM</sup>). (June 10, 2015). 45 CFR, §46.107(a)(2), 46.107(d): IRB Records. Retrieved from: <a href="#">Click here</a>.</p> <p>Not applicable.</p> <p>IRB, institutional review board, IRB member, HRP-126</p>
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