

Standard Operating Procedure (SOP)

SOP #: 401.133	HRP-133 IRB Member Removal
Executive Owner: Vice President Research Operations	Effective Date: 7/15/2015
	Review Date: 09/23/2019

Scope	This SOP applies to the [Organizational Official].
Purpose	<p>This procedure establishes the process to remove a member of an IRB. This procedure begins when the [Organizational Official] has decided to remove an IRB member.</p> <p>This procedure ends when the member has been removed and the IRB’s registration has been updated.</p>
Qualified Personnel	The [Organizational Official] is responsible for deciding whether to remove an IRB member. A designee of the [Organizational Official] carries out these procedures.
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. Update the IRB roster. <ol style="list-style-type: none"> 1.1. Use “WORKSHEET: IRB Composition (HRP-430)” to evaluate whether the IRB is appropriately constituted. <ol style="list-style-type: none"> 1.1.1. Revise the membership as needed. 2. Notify the IRB member. 3. If the IRB member will no longer serve as an IRB member prepare and send a thank you letter signed by the [Organizational Official]. <ol style="list-style-type: none"> 3.1. If the removed member was a chair, update the IRB’s registration at http://ohrp.cit.nih.gov/efile/ within 90 days
Definition(s)	IRB: Institutional Review Board
Reference(s)	21 CFR §56.106 and §56.107 45 CFR §46.107 and 45 CFR §46 Subpart E
Related Documents	Not applicable.
Keywords	IRB, institutional review board, IRB member