

1. Purpose

This Standard Operating Procedure (SOP) describes the duties of the members of the Research Ethics Board (REB) and the management of the membership.

2. Scope

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3. Responsibilities

All REB members and REB personnel are responsible for ensuring that the requirements of the SOP are met.

The REB Chair(s) are responsible for clearly articulating all required duties associated with membership to the REB to potential and current REB members.

REB members are responsible for fulfilling their duties as specified in this SOP.

The REB Chair(s), along with REB personnel are responsible for monitoring and managing the REB membership.

4. Definitions

See CAREB “Glossary of Terms”

5. Procedure

Each REB member’s primary duty is the protection of the rights and welfare of the individual human beings who are serving as participants of research. In order to fulfil their duties, REB members must be versed in regulations governing human participant’s protection and research ethics, and policies relevant to human research participant protection.

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 of the Board.

5.1. Appointments

5.1.1. REB members are appointed as per Loyalist College’s REB Terms of Reference.

5.1.2. Community members (meeting membership requirements) are solicited from the greater local community.

5.1.3. Each REB member selected is agreed upon by the full REB Board.

5.1.4. All members will sign a Letter of Appointment and a Confidentiality Agreement prior to the first attended meeting.

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5.2. Terms of Appointment

- 5.2.1. Chair position/s will be appointed for a one year, renewable terms.
- 5.2.2. Other REB members will be appointed to a three year, renewable term.
- 5.2.3. No member can sit on the REB for more than 12 years.
- 5.2.4. No member shall be an administrator at the College.
- 5.2.5. Terms will be overlapping to preserve the experience level, expertise, and continuity of the REB.

5.3. REB Composition

- 5.3.1 The REB must consist of at least five (5) members, including both men and women.
- 5.3.2 One member shall serve as the Chair (or two (2) Co-Chairs may be implemented).
- 5.3.3 Each REB member is expected to fulfil specific duties based on the role as outlined below. More than one REB member may fulfil each role;
- 5.3.4 **Community or external member(s):** Primary role is to reflect the perspective of the participant.
- 5.3.5 **Member(s) will be knowledgeable in ethics:** Members knowledgeable in ethics are expected to guide the REB in identifying and addressing ethics issues related to the research under review.
- 5.3.6 **Member(s) will be knowledgeable in law:** Members knowledgeable in law are expected to alert the REB to legal issues and their implications, but not to provide formal legal opinions nor to serve as the legal counsel to the REB or College.
- 5.3.7 **At least two members will have expertise in relevant research disciplines:** Members are expected to have the relevant knowledge and expertise to understand the content area and methodology of the proposed or ongoing research, and to assess the risks and potential benefits that may be associated with it.
- 5.3.8 All members excluding the community member may have a substitute member representative so as to ensure all reviews can be completed if a member is absent.
 - 5.3.8.1 **Substitute Members:** Individuals that replace an REB member so that the REB can function when regular members are unable to due to an unforeseen event. This individual must have the appropriate knowledge, expertise, and training to contribute to the REB as regular members.
- 5.3.9 **REB Chair(s):** The REB Chair(s) provide overall leadership to the REB:
 - 5.3.9.1 The REB Chair(s) is responsible for the leadership and administration of the REB.
 - 5.3.9.2 With support from the REB Coordinator, the Chair(s) are responsible for determining the level of risk of each research application to determine the appropriateness of a full board or delegated review, issuing requests for additional information or revisions to applicants, attending and Chairing REB meetings, and other administrative matters related to the operations of the REB.
 - 5.3.9.3 The REB Chair(s) will review every delegated research application. If there are Co-Chairs, the review will rotate between both Chairs.
 - 5.3.9.4 The REB Chair(s) signs off on all REB review decisions.
 - 5.3.9.5 The REB Chair(s) can suspend the conduct of any research project deemed to place participants at an unacceptable risk pending discussion by the full Board. The REB chair(s) can suspend the conduct of the research if he/she determines that a researcher is not adhering to the REB approval protocol or to the REB’s policies and procedures.

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- 5.3.9.6 The REB members will provide a report to the Loyalist College Executive Team on the activities of the REB annually.
- 5.3.9.7 The REB Chair(s), in conjunction with REB personnel, will ensure that REB members are informed of all new legislation, regulations, policies and guidelines pertaining to human participant research and will advise Loyalist College Executives on policies and procedures related to research conduct.
- 5.3.9.8 The REB Chair(s), in conjunction with REB personnel, will assess the educational and training needs of the REB members and personnel and will address any gaps identified.
- 5.3.9.9 The REB Chair(s) and members will review and approve REB policies and procedures to ensure they meet current standards.
- 5.3.9.10 REB members are required to maintain a strict level of confidentiality regarding applications, reviews and decisions.

5.4 Resignations and Removals

- 5.4.1 An REB member may resign before the conclusion of his/her term upon provision of notice to the REB Chair(s) and REB personnel.
- 5.4.2 An REB member may be asked to step down if he or she consistently misses a specified percentage of the scheduled monthly Board meetings in their term.
- 5.4.3 The REB Chair(s) 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.
- 5.4.4 An REB member should resign immediately, or be asked to resign, upon determination of research misconduct, mismanaged conflict of interest or any other relevant behaviour that could be perceived as compromising to his/her ethical judgement.
- 5.4.5 Every effort will be made to recruit a similarly qualified replacement prior to departure of a member to preserve the level of experience and expertise and to ensure continuity of the REB.

5.5 Attendance

- 5.5.1 REB members are expected to attend regularly scheduled monthly meetings. A member who misses more than two sequential meetings or three non-sequential meetings may be removed from REB.
- 5.5.2 A member who will be absent from a meeting must notify the Chair/s or Coordinator ten days prior to the meeting to ensure that quorum can still be met.
- 5.5.3 REB members are expected to be available for the entire REB meeting, not just the sections for which they have been assigned as reviewers.
- 5.5.4 All REB members attending an REB meeting are expected to review the relevant materials submitted and be prepared to discuss each agenda item and provide input at the monthly meeting.

5.6 Application Reviews

- 5.6.1 Where full board REB review is determined, REB personnel and/or Chair(s) will circulate the research proposal to all members for review and assessment, following which the REB shall normally meet face-to-face to review and adjudicate the proposed research.
- 5.6.2 Where delegated REB review is determined, the Chair (or one Co-Chair) and one or two members will be assigned to review the application.

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5.7 Record Keeping and Documentation

- 5.7.1 The REB personnel will maintain an updated electronic REB membership list.
- 5.7.2 The REB membership list is reviewed and updated as required, or with the initiation of new or conclusion/termination of existing terms.
- 5.7.3 The current REB membership list and archived lists are maintained and available through the Research Services Office.
- 5.7.4 CVs, other supporting documents related to education and expertise, signed member’s letters of appointment, and confidentiality agreements for all current and past REB members will be maintained in the Research Services Office.

5.8 Liability and Coverage

- 5.8.1 All REB members, including community members, are insured for their research ethics review-related work by the organization’s insurance policy, subject to the terms and conditions of that policy.

6. Revision History

SOP Code	Revision Date	Summary of Changes
LC-REB-SOP-001	November 1, 2016	Original Version

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