HUMAN RESEARCH PROTECTION PROGRAM EMPLOYMENT

POLICY

University of Cincinnati (UC) Human Research Protection Program (HRPP) staff must be knowledgeable about human subjects research in general, as well as about federal, state, local and university regulations and guidance relating to the protection of human research participants. They also must understand their specific role and responsibility within the HRPP.

QUALIFICATIONS, TRAINING AND EVALUATION

GENERAL QUALIFICATIONS

In general, all HRPP staff must have the following qualifications. Specific requirements will be listed with individual job descriptions.

- Able to interpret and apply regulations to particular research studies
- Able to communicate effectively with researchers, research staff, and other personnel
- Able to use computer- and internet-based programs
- Willing to pursue professional development through continuing education

ORIENTATION AND TRAINING

All IRB office staff will meet the requirements of Policy I.04 "Demonstrating Knowledge of Human Research Protection by HRPP Staff" and receive orientation to the UC IRB and training in their work responsibilities before assuming their duties. Additional orientation and training will be provided as needed by the HRPP Director or designee.

EVALUATION OF IRB OFFICE STAFF

Performance of HRPP staff will be evaluated periodically in accordance with UC Human Resources (HR) policies.

The HRPP Director will ensure adequate administrative and regulatory support for the IRB.
Human Research Protection
Program Policy

Applicable Regulations and Documents

Policy I.04 "Demonstrating Knowledge of Human Research Protection by HRPP Staff"

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<th>Adoption Date</th>
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<th>Summary of Revisions</th>
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<td>07/2009</td>
<td>J. Gerlach</td>
<td>Revised role/responsibilities. Revised organizational chart</td>
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<td>08/2012</td>
<td>C. Norman</td>
<td>Major revision to clarify and to remove language that more appropriately belongs in other documents.</td>
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<td>04/2014</td>
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<td>Revisions to reflect organizational change</td>
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Date Adopted: May 2014
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