



Policy Number: I.03

Demonstrating Knowledge of HRP by IRB Members

Adopted: 11/2005

Revised: 04/2014

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Human Research Protection Program Policy

DEMONSTRATING KNOWLEDGE OF HUMAN RESEARCH PROTECTIONS BY IRB MEMBERS

POLICY

All regular and alternate members of the University of Cincinnati (UC) Institutional Review Board (IRB) must demonstrate an adequate level of knowledge of the protection of human research subjects.

INITIAL REQUIREMENT

All regular and alternate IRB members are required to demonstrate knowledge of human research protections (HRP) prior to casting a vote on any human subject research. See HRP Procedure 101 *IRB Members* and HRP Procedure 103 *Maintaining Records for Institutional Review Board Members*. Both UC and Cincinnati Veterans Administration Medical Center (CVAMC) requirements must be met. The HRPP Director or designee will verify completion.

UC REQUIREMENT

All regular and alternate IRB members must successfully complete the basic Collaborative IRB Training Initiative (CITI) web-based training as established by the Greater Cincinnati Academic and Regional Health Centers (GCARHC) and UC-specific FDA training. Additional training may be required at the discretion of the HRPP Director.

CVAMC REQUIREMENT

All regular and alternate IRB members must either successfully complete the CVAMC-mandated computer-based training or attend an in-person training session presented by the CVAMC prior to casting a vote on any research that is conducted at the CVAMC or includes CVAMC patients as participants.

REQUIRED UPDATES

UC-required CITI training for regular and alternate IRB members must be renewed every three years, as established by the GCARHC. CVAMC-required training must be renewed annually. Additional renewal of training may be required at the discretion of the HRPP Director.



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Applicable Regulations and Documents

Policy I.01 "*Membership of the Institutional Review Board*"

Procedure 101 *IRB Members*

Procedure 103 *Maintaining Records for Institutional Review Board Members*

Member File Checklist

| Adoption Date: | Created By: | Date of Revision: | Revised By: | Summary of Revision: |
|-----------------------|--------------------|--------------------------|--------------------|---|
| 11/2005 | IRB Director | 7/2009 | J. Gerlach | Revision has been made to correct title indicating HRP training of IRB members . Removal of CPD testing. Same HRP training for all IRB members. |
| | | 08/2012 | C. Norman | Revise wording and formatting for clarification and consistency with other Policies. Replace IRB Director with IRB Office Manager. Replace VA with CVAMC. |
| | | 08/2012 | C. Norman | Add HRP Procedure 101, HRP Procedure 103, Member File Checklist |
| | | 04/2014 | J. Strasser | Revisions to reflect organizational changes |

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| Date Adopted <u>April 2014</u> Signature <u>signed copy on file</u> |
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