



# MCW IRB Committee Procedure

## REVIEW AND EVALUATION OF IRB MEMBER SERVICE

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Unit: Human Research Protections Program (HRPP), Office of Research

Applies to: Institutional Review Board Committees

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### PURPOSE:

Review and evaluation of IRB members provides a mechanism for feedback regarding their application of federal regulations, institutional policies and procedures, local, state, and tribal law, and ethical principles, as well as their overall contributions to the MCW IRB Committees in reviewing human subject research.

The purpose of the evaluation is for the HRPP Director and IRB Chairs to consider how each member fulfills their role and to identify any need for a change in appointment, including reappointment, need for additional education or removal of a current IRB member.

It is expected that IRB members will demonstrate ongoing development of skills and knowledge during their service as MCW IRB Committee members.

### DEFINITIONS:

**Alternate member:** The role of the alternate member is to serve as a voting member of the IRB when the primary member is unavailable to attend a convened meeting.

Alternate IRB members are appointed to the IRB Committee in the same manner as primary IRB members. Each alternate member is assigned as a substitute for a specific primary member and should have the experience, expertise, and knowledge comparable to the primary member.

### PROCEDURE:

1. IRB members will be reviewed on an on-going annual basis during their three-year period of service. The review will consist of evaluations provided by the IRB Chair, IRB Vice Chair, and IRB Coordinator II (C2). All evaluations will be completed via Qualtrics
2. IRB members will be evaluated based upon the following criteria:
  - a. Completion of IRB training in the conduct of human subject research as described on the HRPP website
  - b. Participation in continuing education opportunities.
  - c. Knowledge and application of pertinent government regulations, institutional policies and procedures, and Ethical Principles
  - d. Timeliness of review of materials/documents
  - e. Contribution to Committee discussion
  - f. Communication with IRB staff and HRPP Office
  - g. Attendance of IRB meetings
  - h. Attendance of IRB educational opportunities
  - i. Preparation for the conduct of the meeting (Chairs, Vice Chairs)
  - j. Demonstration of Leadership with Committee discussion (Chairs, Vice Chairs)

- k. Mentorship of members by Vice Chairs (Chairs only)
- 3. The final evaluation results will be reviewed by the IRB Chair of the committee and the HRPP Director.
- 4. All IRB committee members will receive a copy of the evaluation feedback.
  - a. If an IRB committee member has a question or concern regarding the results of the evaluation, the HRPP Director and IRB Chair will schedule a time to review the evaluations with the IRB member to provide feedback and address any identified areas of concern.
- 5. Based upon the information from the review and evaluation HRPP Director and IRB Chair will determine to continue the service of the members and/or if additional education may be needed.
  - a. If it is determined a member's service is no longer required prior to the end of their 3-year term, the HRPP Director will notify the IRB Chair and the IRB Member of this decision.

REFERENCES:

N/A

SUPPORTING DOCUMENTS:

N/A

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