

OIA-445 CHECKLIST: IRB Member Evaluation

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The purpose of this checklist is to allow individuals to conduct evaluations of IRB members who are not staff or do not hold leadership roles/offices within the IRB. These evaluations should be completed as requested. Evaluations are based on the expectations set out in the *OIA-540 Template Agreement: IRB Member Agreement*.

- Indicate one of the proficiency levels (Exceeds Expectations, Meets Expectations, or Needs Improvement) for each criterion, and describe recommendations for any "Needs Improvement" responses.

All references to specific date ranges refer to business days.

Member Name			
Department/Expertise			
Representative Capacity	<input type="checkbox"/> Children <input type="checkbox"/> Prisoners <input type="checkbox"/> Pregnant Subjects	<input type="checkbox"/> Disabled <input type="checkbox"/> Cognitively Impaired	<input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Other:
IRB Membership/Status	<input type="checkbox"/> IRB A: <input type="checkbox"/> Regular <input type="checkbox"/> Alternate	<input type="checkbox"/> IRB B: <input type="checkbox"/> Regular <input type="checkbox"/> Alternate	
	<input type="checkbox"/> IRB C: <input type="checkbox"/> Regular <input type="checkbox"/> Alternate	<input type="checkbox"/> IRB D: <input type="checkbox"/> Regular <input type="checkbox"/> Alternate	
	<input type="checkbox"/> IRB O/P: <input type="checkbox"/> Regular <input type="checkbox"/> Alternate	<input type="checkbox"/> IRB S: <input type="checkbox"/> Regular <input type="checkbox"/> Alternate	
Name of Person Completing Checklist	<input type="checkbox"/> Self-Evaluation <input type="checkbox"/> IRB Chair/Vice Chair <input type="checkbox"/> OIA Staff		
Date Completed			
Evaluation Period	<input type="checkbox"/> Routine		<input type="checkbox"/> Performance Improvement Period:
IRB Member Information	<input type="checkbox"/> Member confirmed information on file was current		<input type="checkbox"/> Member provided updated IRB Member Information

1 Objective Criteria

Number of meetings attended () out of the total number of meetings (12) from the past year: In order to receive maximum honoraria bi-annually, members are required to attend at least 2/3 of the meetings per 6-month period (4 of 6) for each IRB on which they serve as a member.

- | | | |
|---|---|--|
| <input type="checkbox"/> Exceeds Expectations
Attended 10-12 meetings within the past fiscal year | <input type="checkbox"/> Meets Expectations
Attended 8-9 meetings within the past fiscal year | <input type="checkbox"/> Needs Improvement
Attended 7 or fewer meetings within the past fiscal year
Recommendations for improvement: |
|---|---|--|

Completion of checklists, action items, or equivalent: Checklists, action items, and/or their equivalents provide supportive documentation for the record and for analysts composing post-meeting correspondence and minutes.

- | | | |
|--|---|--|
| <input type="checkbox"/> Exceeds Expectations
Accurately completed prior to the meeting, then updated if necessary | <input type="checkbox"/> Meets Expectations
Accurately completed at the meeting | <input type="checkbox"/> Needs Improvement
Checklists, action items, or equivalents are not completed, or are completed after the meeting date and/or are not completed accurately or lack protocol-specific findings
Recommendations for improvement: |
|--|---|--|

Overall objective criteria comments:

2 Subjective Criteria

Preparedness for meetings, timeliness of reviews, and communication with investigators: Reviews are completed prior to the meeting, providing the committee analyst sufficient time to contact the investigator with requested revisions or clarifications, preferably 2-3 days prior to the meeting. Updated documents provided by the researcher are evaluated prior to the meeting, if applicable.

- | | | |
|---|---|---|
| <input type="checkbox"/> Exceeds Expectations: | <input type="checkbox"/> Meets Expectations: | <input type="checkbox"/> Needs Improvement:
Recommendations for improvement: |
|---|---|---|

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Quality of reviews: Required modifications include page numbers and sections of documents, when applicable. Requests for clarifications have been made prior to the meeting, when possible. Requested revisions or clarifications are focused on the criteria for approval, rather than grammar, spelling and style issues, unless these affect the interpretation of the document. Requested revisions or clarifications do not unnecessarily use jargon and provide enough context so that they are clear and readily understandable by analysts.

Exceeds Expectations:

 Meets Expectations:

 Needs Improvement:
Recommendations for improvement:

Contributions to IRB Meetings: Discussion centers on the criteria for approval and other required determinations. The reviewer maintains a respectful attitude towards the other members and their views, as well as towards the investigator and their team.

Exceeds Expectations:

 Meets Expectations:

 Needs Improvement:
Recommendations for improvement:

Communication with IRB staff: Reviewers are generally responsive to communications from the committee analyst. Reviewer contacts the committee analyst within the designated time frame prior to assignments being made if they will not be present or available to conduct reviews. If the reviewer is assigned a review and finds they will be unavailable for the meeting, the reviewer communicates with the committee analyst at least 2-3 days prior to the meeting and either completes the review or informs the committee analyst that another reviewer will be needed.

Exceeds Expectations:

 Meets Expectations:

 Needs Improvement:
Recommendations for improvement:

Overall subjective criteria comments:

3 Overall Performance and Recommendations

Overall Performance	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <small>(See below for additional recommendations)</small>
Next Periodic Evaluation	<input type="checkbox"/> Next OIA Assessment <input type="checkbox"/> Twelve (12) Months <input type="checkbox"/> Six (6) Months <input type="checkbox"/> Other:
Additional Recommendations	<input type="checkbox"/> Additional Training Required: <input type="checkbox"/> Additional Training Recommended: <input type="checkbox"/> Performance Improvement period of months <input type="checkbox"/> Removal from IRB <input type="checkbox"/> Other:
Feedback Provided By	<input type="checkbox"/> Discussion with: <input type="checkbox"/> Letter to the IRB Member <input type="checkbox"/> Director, OIA <input type="checkbox"/> Associate Director, OIA <input type="checkbox"/> IRB Chair <input type="checkbox"/> Other:
Evaluation Provided To	<input type="checkbox"/> Department Chair <input type="checkbox"/> Supervisor <input type="checkbox"/> Other: <input type="checkbox"/> None

Additional Comments: