

 <b>INSTITUTIONAL REVIEW BOARD ADMINISTRATION</b>	<b>OIA-446 CHECKLIST: IRB Chair and Vice Chair Evaluation</b>		
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The purpose of this checklist is to allow individuals to conduct evaluations of IRB chairs and vice chairs within the IRB. These evaluations should be completed as requested on behalf of the institutional official. 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 criteria, as well as recommendations for any "Needs Improvement" responses.

All references to specific date ranges refer to business days.

<b>Member Name</b>			
<b>Department/Expertise</b>			
<b>Representative Capacity</b>	<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:
<b>IRB Membership/Status</b>	<input type="checkbox"/> IRB A: <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair	<input type="checkbox"/> IRB B: <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair	
	<input type="checkbox"/> IRB C: <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair	<input type="checkbox"/> IRB D: <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair	
	<input type="checkbox"/> IRB O/P: <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair	<input type="checkbox"/> IRB S: <input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair	
<b>Name of Person Completing Checklist</b>	<input type="checkbox"/> Self-Evaluation <input type="checkbox"/> OIA Director <input type="checkbox"/> OIA Assistant Director <input type="checkbox"/> OIA Staff		
<b>Date Completed</b>			
<b>Evaluation Period</b>	<input type="checkbox"/> Routine		<input type="checkbox"/> Performance Improvement Period:
<b>IRB Member Information</b>	<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 ( ) and chaired ( ) 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"/> <b>Exceeds Expectations</b><br>Attended 10-12 meetings within the past fiscal year | <input type="checkbox"/> <b>Meets Expectations</b><br>Attended 8-9 meetings within the past fiscal year | <input type="checkbox"/> <b>Needs Improvement</b> Attended 7 or fewer meetings within the past fiscal year<br><b>Recommendations for improvement:</b> |
|---|---|---|

**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"/> <b>Exceeds Expectations</b><br>Accurately completed prior to the meeting, then updated if necessary | <input type="checkbox"/> <b>Meets Expectations</b><br>Accurately completed at the meeting | <input type="checkbox"/> <b>Needs Improvement</b> 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<br><b>Recommendations for improvement:</b> |
|--|---|--|

**Overall objective criteria comments:**

**2 Subjective Criteria**

**Leadership of the IRB and the ability to lead meetings:** Keeps the discussion centered on the criteria for approval and other required determinations. Helps to keep the meeting moving along, preventing extended, circuitous, and off topic discussions. Leads the meeting by ensuring transition of the IRB to the next agenda item, ensuring recused members have left the room before discussion begins, and ensuring a vote/determination is made for each item on the agenda. The chair/vice chair sets an example for the IRB members and the tone of the discussions/deliberations by maintaining a respectful attitude towards the other members and their views, as well as towards the investigator and their team.

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Exceeds Expectations:
  Meets Expectations:
  Needs Improvement:
 Recommendations for improvement:

**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.

Exceeds Expectations:
  Meets Expectations:
  Needs Improvement:
 Recommendations for improvement:

**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 on 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:

**Communication with IRB staff:** Chair/vice chair is responsive to communications from the committee analyst. Chair/vice chair contacts the committee analyst within the designated time frame prior to assignments being made if they will not be available to conduct reviews. If the chair/vice chair is assigned a review and finds they will be unavailable to review for the meeting, the chair/vice chair communicates with the committee analyst at least 2-3 days prior to the meeting and informs the committee analyst that another reviewer will be needed. If the chair/vice chair finds they will be unavailable to chair the meeting, the chair/vice chair communicates with the committee analyst as soon as possible and contacts the vice chair and/or appropriate other IRB member to chair the meeting in their absence.

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 (See below for additional recommendations)
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"/> Change from leadership to regular status <input type="checkbox"/> Removal from IRB <input type="checkbox"/> Additional training required: <input type="checkbox"/> Additional training recommended: <input type="checkbox"/> Performance improvement period of months <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"/> Assistant Director, OIA <input type="checkbox"/> Institutional Official <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: