

Procedures: Human Research Ethics SOP 104 Management of REB Office Personnel

Associated Policy	Human Research Ethics Policy AR-03
Procedure Holder	Associate Vice President Research (AVPR)
Executive Lead	Research Services
Approval Authority	President
Original Date	Replaces AR-03 procedures (May 2009, Oct. 2014)
Effective Date	July 2022

1.0 PURPOSE

This standard operating procedure (SOP) describes the overall management of the Yukon University Research Ethics Board (REB) Office Personnel.

2.0 SCOPE

This SOP pertains to Yukon University (YukonU) REB that reviews human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

The Associate Vice-President Research (AVPR), REB Co-Chairs or designee and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met. Yukon University is responsible for providing sufficient resources to adequately support the functions of the REB.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

The REB Office Personnel provide consistency, expertise and administrative support to the REB, and serve as a daily link between the REB and the research community. The REB Office Personnel are the most vital component in the effective operation and enforcement of the Yukon University human participants protection program. This ensures the efficient and effective administration and enforcement of REB decisions, thus the highest level of professionalism and integrity on the part of the REB Office Personnel is expected.

5.1 Job Descriptions

- 5.1.1** Job descriptions will be developed to establish the role requirements for the REB Office Personnel, in accordance with organizational policies and procedures;
- 5.1.2** REB Office Personnel will be provided with a copy of their job description and details of responsibilities expected in their position, as well as access to all applicable organizational policies and procedures. The performance of REB Office Personnel will be reviewed according to current University guidelines.

5.2 Responsibilities

- 5.2.1** REB Office Personnel responsibilities may include:
- screening and pre-review of submissions and requests to the REB,
 - quality management activities,
 - management of administrative issues involving REB research ethics oversight as described by applicable REB policies,
 - the implementation of REB directives, and
 - the provision of advice and information to the REB and researchers
 - serving as a non-voting REB member (as per SOP 204)

5.3 Hiring and Terminating REB Office Personnel

- 5.3.1** The human resources policies of Yukon University will determine procedures for the recruitment, hiring, and termination of REB Office Personnel, in accordance with YukonU policies and procedures.

5.4 Delegation of Authority or Responsibility

- 5.4.1** Appropriate tasks or responsibilities may be delegated to the REB Office Personnel in accordance with Yukon University/REB policy, if the individual has the expertise to carry out the task(s), the task is compliant with the REB SOPs and the task delegation has been agreed to by both the REB Office Personnel and the University.

5.5 Performance Evaluations and Documentation

- 5.5.1** Performance feedback will be provided on an ongoing basis;
- 5.5.2** The human resource policies of Yukon University will determine responsibility for conducting formal performance evaluations in accordance with organizational policies and procedures;

5.5.3 The AVPR will determine responsibility for identifying, documenting and retaining formal REB Office Personnel interactions.

5.6 Periodic Evaluation of REB Office Human Resource Needs

5.6.1 A periodic evaluation of the adequacy of the REB resources will be conducted;

5.6.2 The evaluation will assess whether the REB Office Personnel, equipment, finances and space are adequate to carry out its function in support of the REB;

5.6.3 The assessment takes into consideration the volume, complexity and types of research projects administered by the REB Office Personnel and whether activities in support of the REB can be completed in a timely manner;

5.6.4 The need for additional resources will be discussed with the AVPRO and Research Ethics Office as appropriate.

5.6.5 Staffing levels and function allocation will be determined according to University policy, management assessment of support requirements, and budget constraints.

6.0 REFERENCES

- HR-21.0 Performance Conditions for Ongoing Employment
- HR-24.0 Recruitment of Permanent and Term Employees
- HR-28.0 Staff Development and Training

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 104	July 2022	YukonU version adapted from the N2/CAREB SOP 104.003 (October 8, 2019)