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| The purpose of this worksheet is to provide support for the Institutional Official or designee when evaluating the performance of the IRB Chair(s) and Vice Chair(s) as part of the annual HRPP evaluation conducted in HRP-060 - SOP - Annual Evaluations of the HRPP. This worksheet is to be used but does not need to be completed and retained. |
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| 1. Consideration of the following metrics when evaluating IRB Chairs and Vice Chair(s) – Objective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB Chair to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.)
 |
|[ ]  Number of meetings attended and chaired out of total number of meetings |
|[ ]  Number of protocols reviewed via Non-Committee Review  |
|[ ]  Number of protocols reviewed that went to the convened IRB |
|[ ]  Number of reviews completed as the primary reviewer |
|[ ]  Timeliness of reviews |
|[ ]  Completion of required checklists |
|[ ]  Completion of educational requirements |
|[ ]  Attendance at educational sessions |
| 1. Consideration of Executive Director or designee observation and/or Chair/Vice-Chair responses to a Self-Assessment survey on the following topics when evaluating IRB Chairs and Vice Chair(s) – Subjective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB Chair to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.)
 |
|[ ]  Leadership of the IRB |
|[ ]  Ability to lead meetings |
|[ ]  Preparedness for meetings |
|[ ]  Knowledge of regulations and identification of areas for improvement |
|[ ]  Communication with investigators |
|[ ]  Communication with organizational officials |
|[ ]  Communication with IRB staff |
|[ ]  Ability to work with IRB staff |
|[ ]  Ability to help investigators |
|[ ]  Issues related to being a general IRB member |
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|[ ]  Notes:      |