

**WORKSHEET: Performance Evaluation for IRB Members**

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12.203 (HRP-327)	11/25/2024	1 of 1

The purpose of this worksheet is to provide support for the IRB Chair or IRB Director when evaluating the performance of the IRB Members and Alternates as part of the annual HRPP evaluation conducted in 12.008 (HRP-060) - SOP - Annual Evaluations of the HRPP. This worksheet is to be used but does not necessarily need to be completed and retained.

**1 Consideration of the following metrics when evaluating regular and alternate IRB members – Objective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB Member or Alternate to develop a plan to address any unchecked items per 12.008 (HRP-060) - SOP - Annual Evaluations of the HRPP.)**

<input type="checkbox"/>	Number of meetings attended out of total number of meetings.
<input type="checkbox"/>	Number of exempt determinations made.
<input type="checkbox"/>	Number of protocols reviewed via <u>Non-Committee Review</u> .
<input type="checkbox"/>	Number of protocols reviewed that went to the convened IRB.
<input type="checkbox"/>	Number of reviews completed as the primary reviewer.
<input type="checkbox"/>	Timeliness of reviews.
<input type="checkbox"/>	Completion of required checklists.
<input type="checkbox"/>	Completion of educational requirements.
<input type="checkbox"/>	Attendance at educational sessions.
<input type="checkbox"/>	Number of educational sessions conducted.

**2 Consideration of AVP or IRB Director or designee observations and/or IRB Member responses to a Self-Assessment Survey on the following topics when evaluating regular and alternate IRB members – Subjective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB Member or Alternate to develop a plan to address any unchecked items per 12.008 (HRP-060) – SOP - Annual Evaluations of the HRPP.)**

<input type="checkbox"/>	Preparedness for meetings.
<input type="checkbox"/>	Contribution to IRB meetings.
<input type="checkbox"/>	Quality of reviews.
<input type="checkbox"/>	Knowledge of regulations and identification of areas for improvement.
<input type="checkbox"/>	Knowledge of organizational policies and procedures and identification of areas for improvement.
<input type="checkbox"/>	Communication with investigators.
<input type="checkbox"/>	Communication with IRB staff.
<input type="checkbox"/>	Ability to work with IRB staff.

Notes: