RUTGERS UNIVERSITY
Office for Research

WORKSHEET: Performance Evaluation for IRB Staff		
NUMBER	DATE	PAGE
12.204 (HRP-328)	5/5/2024	1 of 1

The purpose of this worksheet is to provide support for the IRB Chair or IRB Director when evaluating the annual performance of the IRB staff 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. Considerations when evaluating IRB staff – Objective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB staff member(s) to develop a plan to address any unchecked items per 12.008 (HRP-060) - SOP - Annual Evaluations of the HRPP.)

- ☐ Number of protocols and/or items reviewed via Non-Committee Review.
- ☐ Number of protocols and/or items processed.
- ☐ Timeliness of processing materials.
- ☐ Completion of checklists and documentation.
- ☐ Prepares agendas in a timely manner.
- ☐ Prepares convened IRB minutes in a timely manner.
- ☐ Completion of educational requirements.
- ☐ Attendance at educational sessions.
- ☐ Number of educational sessions conducted.
- ☐ Attainment and maintenance of certification (e.g., CIM or CIP).

2. Considerations when evaluating IRB staff – Subjective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB staff member(s) to develop a plan to address any unchecked items per 12.008 (HRP-060) - SOP - Annual Evaluations of the HRPP.)

- ☐ Workload – handles workload efficiently.
- ☐ Preparedness for meetings.
- ☐ Quality of pre-reviews.
- ☐ Completes and maintains convened IRB minutes and records efficiently and correctly.
- ☐ Knowledge of regulations and identification of areas for improvement.
- ☐ Knowledge of organizational policies and procedures and identification of areas for improvement.
- ☐ Communication with IRB chairs, IRB staff, investigators, and study staff.
- ☐ Ability to help investigators.

3. Where IRB Staff also serve as IRB Members, see also 12.203 (HRP-327) Performance Evaluation For IRB Members

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