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4388 Institutional
Review Board
Administrator
Department HRPP/Research

Research: Evaluation of IRB Members, Chairs, and Vice Chairs- AD.0160

PURPOSE

The purpose of this policy is to describe the process for evaluating the performance of **IRB** Members, Chairs, and Vice Chairs as a part of the overall evaluation of the Human Research Protections Program (HRPP). Our policies guide our practices and ensure that we place people at the heart of all we do to deliver the best outcomes and safest care.

APPLICABILITY

This policy applies to Lakeland Regional Health's **Workforce** and the members of the Lakeland Regional Health Institutional Review Board (IRB).

POLICY

- I. The periodic assessment of IRB Members, Chairs and Vice Chairs is essential to a well-functioning **HRPP** and IRB. Evaluations serve to validate performance, identify areas in need of improvement (in both function and knowledge) and make changes in membership and training when appropriate. The evaluations will be used to support actions, such as providing direct feedback, requesting changes, or providing individual or group education in areas identified as needing improvement.

PROCEDURE

I. Overview

- A. IRB Members, Chairs and Vice Chairs are evaluated at least annually (within three (3) months prior to the renewal of membership in January) to assess their knowledge of ethical principles and basic regulatory requirements; attendance at, preparedness for and participation in meetings; reviews conducted; and participation in continuing

education/training opportunities.

- B. The IRB Administrator will provide the reports needed for documenting/verifying objective criteria.

II. Evaluation of IRB Members

- A. The following criteria will be used for IRB Member Self-Evaluation and by the IRB Chair and/or Vice Chair:

- 1. Objective Criteria:

- a. Number of meetings attended out of total number of meetings eighty percent (80%) required.
 - b. Number of full board protocols reviewed.
 - c. Number of protocols reviewed by the expedited procedure.
 - d. Completion of educational requirements.
 - e. Additional educational sessions attended/conducted.

- 2. Subjective Criteria

- a. Preparedness for meetings.
 - b. Quality of contribution to IRB meetings.
 - c. Quality of reviews.
 - d. Knowledge of regulations and identification of areas for improvement.
 - e. Knowledge of organizational policies and procedures and identification of areas for improvement.
 - f. Communication and ability to work with IRB staff.

III. Evaluation of Chairs and Vice-Chairs

- A. The IRB Chairs and Vice Chairs will perform a self-evaluation. In addition, IRB Members, Chairs and/or Vice Chairs will be asked to complete a separate performance evaluation of the IRB Chair and Vice Chair. The following areas will be included:

- 1. Objective Criteria:

- a. Number of meetings attended and chaired out of total number of meetings.
 - b. Number of protocols reviewed by full board procedure.
 - c. Number of protocols reviewed by the expedited procedure.
 - d. Number of exempt determinations made.
 - e. Number of Non-Human Subjects Research (NHSR) determinations made.
 - f. Completion of educational requirements.
 - g. Additional educational sessions attended / conducted.

2. Subjective Criteria:

- a. Leadership of the IRB and ability to lead meetings.
- b. Preparedness for meetings.
- c. Knowledge of regulations and identification of areas for improvement.
- d. Knowledge of organizational policies and procedures and identification of areas for improvement.
- e. Communication with investigators.
- f. Communication with organizational officials.
- g. Communication with IRB staff.
- h. Ability to work with IRB staff.
- i. Ability to work with and help investigators.
- j. Ability to serve as a general IRB member.
- k. Ability to advance and grow research at LRH in a safe, ethical and effective manner.

IV. Evaluation of IRB Staff

- A. The IRB Administrator will be evaluated by the SVP Administration and Corporate Initiatives based on the LRH job description and with input from the IRB chair.

V. Evaluation Results

- A. Each person will receive a copy of the completed evaluation forms. Face-to-Face feedback may also be provided. If needed, the IRB Administrator, Chair and/or Vice-Chair will work with each IRB Member to develop a plan to improve the individual's knowledge, skills, and performance.
- B. A summary of the IRB Member evaluations will be provided to the Institutional Official (IO).
- C. Outcomes of the evaluation process will be used to make determinations regarding training development, overall improvement of the HRPP, and the composition of the IRB itself. Based on the outcome of the evaluation process, the needs and composition of IRB membership will be revised.

DEFINITIONS

HRPP: Human Research Protections Program.

IO: Institutional Official.

Workforce: All LRH employees, volunteers, trainees/students, contractors, and medical staff.

REFERENCES

None.

Approval Signatures

Step Description	Approver	Date
	Danielle Drummond: 0001 President & Chief Executive Officer - LRHS	01/2025
	Jonh Hoppe: 1011 Executive VP, Chief Legal Officer-General Cou	01/2025
	Timothy Regan: 0009 President - LRMC/Chief Medical Officer	01/2025
	Renee Reed: 4064 Senior Attorney	12/2024
	Deana Nelson: 4080 SVP - Administration and Corporate Initiative	12/2024
	Georgia Ann Keriazes: 0729 QI/ Due Pharmacist	12/2024
	Andrew Bugajski: 4387 AVP - Research and Sponsored Studies	11/2024
	Trudy Wittenberg: 4388 Institutional Review Board Administrator	10/2024