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## IRB MEMBER SERVICE DESCRIPTION

### POSITION SUMMARY

Review research activities involving human subjects to ensure ethical standards for the care and protection of human subjects involved in research. Review research proposals and reports of ongoing research to assure compliance with all pertinent regulations (federal, state and local) and with Medical College of Wisconsin (MCW) policy.

### RESPONSIBILITIES

Complete and maintain current Human Subject Research Protections training listed on the MCW Human Research Protection Program (HRPP) [website](#).

Participate in the annual conflict of interest review process by completing the financial disclosure form "Financial Interests and Arrangements of IRB Members". This form will be used to identify non-government entities in which a member may have an actual or perceived financial conflict of interest. Additionally, notify the IRB office of any significant changes in financial disclosure as they occur during the year.

Be familiar with all pertinent government regulations (FDA, DHHS, and NIH) and MCW HRPP policy located under the IRB Members section on the HRPP [website](#).

#### Preparation for IRB Committee meetings:

Review the entire meeting agenda, past meeting minutes and submissions, in enough detail to participate in the discussion and vote on each item.

Perform an in-depth review of approximately 3-6 agenda items (new project submissions, amendments, continuing progress reports, reportable events) monthly as an assigned reviewer.

Complete assigned primary or secondary review assignments and upload reviewer checklist(s) in the submission workspace a minimum of 24 hours in advance of each meeting.

Evaluate and present review findings to the Committee during the meeting.

Attend at least 75% of meetings as scheduled for the duration of the meeting and participate in subcommittee activities as necessary.

Give timely notice to the IRB Coordinator regarding availability for meetings and review of materials.

### TIME COMMITMENT

Each member belongs to one or more of the 8 MCW IRB committees. There are 6 greater than minimal risk research review committees (Committees 1-4, 6, & 8), and 2 minimal risk research review committees (Committees 5 & 7). The 6 greater than minimal risk research review committees meet twice per month for 2 hours or once per week for 1 hour, depending upon the specific committee. The minimal risk research review committees meet once per month for 1 hour.

IRB member duties will require approximately 7-10 hours per month. (Four to five hours outside of meetings reading and reviewing submissions and documents, plus committee meetings.) Members are asked to commit to a three-year term.

## **QUALIFICATIONS\***

- Must be comfortable with science and able to understand new concepts and ideas quickly.
- Must have critical thinking skills; be articulate and willing to be a dissenter.
- Must be willing and able to learn new medical and scientific terms.
- Must be willing to learn about research ethics.
- Dependability is absolutely essential.

*\*Individuals who hold positions that are responsible for the business development of the organization, the review and approval of grants, contracts and/or sponsored programs at MCW, Froedtert Health, Versiti or Children's Wisconsin are not eligible to serve as IRB Members or as ex-officio members on the Committee*