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| The purpose of this worksheet is to provide support for the Institutional Official/ Organizational Official (IO/OO) or designee when evaluating the performance of the IRB 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.[[1]](#footnote-1) |
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| 1. Considerations when evaluating IRB Chairs – 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 when evaluating IRB Chairs – 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 HSRO staff |
|[ ]  Ability to work with HSRO staff |
|[ ]  Ability to help investigators |
|[ ]  Issues related to being a general IRB member |
|  |
|[ ]  Notes:      |

1. This document satisfies AAHRPP element I.1.E [↑](#footnote-ref-1)