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| The purpose of this worksheet is to provide support for the IRB Chair or IRB Manager when evaluating the performance of the IRB Members and Alternates 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 necessarily need to be completed and retained.[[1]](#footnote-1)* Indicate one of the proficiencies levels for each criteria (Exceeds Expectations, Meets Expectations, and Needs Improvement), as well as recommendations for any “Needs Improvement” responses.

All references to specific date ranges refer to business days. |
|  |
| Member Name |  |
| Department/Expertise |       |
| Representative Capacity | [ ]  Children[ ]  Prisoners[ ]  Pregnant Women | [ ]  Disabled[ ]  Cognitively Impaired | [ ]  Economically Disadvantaged[ ]  Other:       |
| Start Date or Year |       |
| End Date |       |
| Committee Membership/Status | [ ]  Committee A: [ ]  Core [ ]  Alternate | [ ]  Committee B:  [ ]  Core [ ]  Alternate |
| [ ]  Committee C: [ ]  Core [ ]  Alternate | [ ]  CIRB [ ]  Core [ ]  Alternate |
| [ ]  SBS [ ]  Core [ ]  Alternate |
| Name of Person Completing Checklist |  |
| Date Completed |  |
| Evaluation Period | [ ]  Annual (Fiscal Year) | [ ]  Probationary Period:       |
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| 1. Objective Criteria
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| Number of meetings attended (5) out of the total number of meetings (10) from the past year: In order to receive honoraria per quarter, members are required to attend at least 2/3 of the meetings per for each committee on which they serve as a member. If a member only attends one meeting per month as part of their alternate status, they are required to attend the same percentage of meetings per quarter. |
| [ ]  Exceeds Expectations Attended more than 2/3 of the meetings within the past fiscal year | **[ ]  Meets Expectations**Attended 2/3 of the meetings within the past fiscal year  | **[ ]  Needs Improvement with Recommendations:**       Attended less than 2/3 of the meetings within the past fiscal year |
| **Completion of required checklists:** Checklists are required for specific determinations. These checklists should reflect the determinations voted by the convened board, and should include protocol-specific reasons for determinations, when applicable. |
| [ ]  Exceeds Expectations Accurately completed and uploaded prior to the meeting, then updated if necessary | **[ ]  Meets Expectations** Accurately completed and uploaded at the meeting | Checklists are completed after the meeting date and/or are not completed with the correct information or lack the required protocol-specific findings**[ ]  Needs Improvement with Recommendations:**       | **[ ]  N/A** |
| **Completion of educational requirements (CITI):** All members are required to complete the CITI course for IRB Members or researchers (either biomedical or social and behavioral or both, depending on membership) every three years. |
| [ ]  Exceeds Expectations Completed the required and additional CITI courses (including GCP) | **[ ]  Meets Expectations** Completed the required CITI course | Has not completed the required training, or is out of date**[ ]  Needs Improvement with Recommendations:**       |
| Overall objective criteria comments: |
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|  |
| 1. Subjective Criteria
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| Preparedness for meetings, timeliness of reviews, and communication with investigators: Reviews are completed prior to the meeting, providing the committee analyst (or the reviewer) sufficient time to contact the investigator with requested revisions or clarifications, preferably 2-3 days prior to the meeting (either via email or phone). Updated documents provided by the researcher are evaluated prior to the meeting. Required checklists are accurately completed prior to the meeting and uploaded to IRBNet, then updated at the meeting if necessary. If checklists are completed in paper, they are accurate and signed as per the committee vote, and returned to the committee analyst before the meeting ends. |
| [ ]  Exceeds Expectations:       | **[ ]  Meets Expectations:**       | **[ ]  Needs Improvement:**       |
| Quality of reviews: Reviews include a short but succinct summary of the submission, touching on all the criteria for approval, indicating whether each has been met. Reviews also include a proposed determination, based on regulations, guidance, and the University of Miami’s SOPs. Required modifications include page numbers and sections of documents, when applicable. Requests for clarifications have been made prior to the meeting, when possible. Requested revisions or clarifications are in line with the criteria for approval, focusing less on individual grammar and spelling issues, unless they affect the interpretation of the document. |
| [ ]  Exceeds Expectations:       | **[ ]  Meets Expectations:**       | **[ ]  Needs Improvement:**       |
| Contributions to IRB Meetings: Discussion centers on the criteria for approval and other required determinations. The reviewer maintains a respectful attitude towards the other reviewers and their views, as well as towards the investigator and their team.  |
| [ ]  Exceeds Expectations:       | **[ ]  Meets Expectations:**       | **[ ]  Needs Improvement:**       |
| Knowledge of regulations and organizational policies, and identification of areas for improvement: Reviewer engages either during educational sessions or after, providing suggestions for document or policy improvement when appropriate (leave blank if not applicable). |
| [ ]  Exceeds Expectations:       | **[ ]  Meets Expectations:**       | **[ ]  Needs Improvement:**       |
| Communication with IRB staff: Reviewer contacts the committee analyst within the designated time frame prior to assignments being made if they will not be present or available to conduct reviews (excused). If the reviewer is assigned a review and finds he/she will be unavailable for the meeting, the reviewer communicates with the committee analyst, but conducts the reviews or finds another reviewer to conduct their reviews in their place (absent).  |
| [ ]  Exceeds Expectations:       | **[ ]  Meets Expectations:**       | **[ ]  Needs Improvement:**       |
| Overall subjective criteria comments: |
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|  |
| 1. Overall Performance and Recommendations
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| Overall Performance | [ ]  Exceeds Expectations(Continue appointment for 1 year) | [ ]  Meets Expectations(Continue appointment for 1 year) | [ ]  Needs Improvement(See below for additional recommendations) |
| Next Periodic Evaluation | [ ]  Annual  | [ ]  Six (6) Months | [ ]  Other:       |
| Additional Recommendations | [ ]  Change from Core to Alternate Status  | [ ]  Removal from Committee |
| [ ]  Additional Training Required:       | [ ]  Additional Training Recommended:       |
| [ ]  Probation for       months | [ ]  Other:       |
| Feedback Provided By | [ ]  Face to face discussion with: [ ]  Director, IRB Administration [ ]  IRB Manager | [ ] Letter to the IRB Member |
| Evaluation Provided To | [ ]  Department Chair | [ ]  Supervisor | [ ]  Other:       |
| Additional Comments:       |

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