

Approved by IRB executive committee: February 6, 2008  
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AAHRPP Element II.1.D.

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## **POLICY**

IRB staff provides consistency, expertise, and administrative support to the IRBs, and serve as a daily link between the IRB and the research community. Thus, the IRB staff is the most vital component in the effective operation of the University of Utah human subject protection program. Therefore, the highest level of professionalism and integrity on the part of IRB staff is expected.

## **PROCEDURES**

### **1. Job Descriptions and Performance Evaluations**

- 1.1. All members of the IRB staff will have a description of the responsibilities for their respective positions.
- 1.2. The Associate Vice President for Research Integrity is responsible for conducting a performance review no less than annually of the IRB Director.
- 1.3. The IRB Director is responsible for guiding the IRB administrators in establishing personnel requirements for remaining IRB staff.
- 1.4. IRB Director or designee is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of the IRB administrators.
- 1.5. The performance of IRB staff will be reviewed no less than annually by the appropriate administrative supervisor or designee.

### **2. Staff Positions**

Staffing levels and function allocation will be determined according to University of Utah policy, management assessment of support requirements and budget constraints. This review will occur no less than annually.

### **3. Hiring and Terminating IRB Staff**

The human resource policies of University of Utah Department of Human Resources determine the policies for recruiting and hiring staff.

### **4. Documentation**

The policies of University of Utah Department of Human Resources determine the means of identifying, documenting and retaining formal staff interactions (such as performance reviews, termination procedures).