Procedures, Orientation and Education for New IRB Members

**Overview of UT Knoxville IRB**

The IRB meets from 2:00 to 5:00 on the third Thursday of every month, twelve months of the year, except when we move the meeting to a different Thursday to fit around a University holiday. The Chair and the Human Research Protection Program (HRPP) Compliance Officer assign submissions for review ahead of the meeting, attempting to give reviewers two weeks to read and review. **Most full-board submissions are assigned three different reviewers, so that it is not necessary that any one individual feel compelled to be expert on every aspect of the protocol**; in fact, we have specific types of expertise (e.g., radiation, medical, etc.) available in some of our members.

It is our practice to give new members three months to sit in and learn the culture of our IRB and how we operate; while they may vote immediately, they are generally not asked to submit a written review until after this time period. **This would mean your not being assigned formally as a reviewer until the [month] [year] meeting.** You will still have access to all of the submissions in the iMedRIS system, and participate in the discussion and voting. See the module, *Conducting Full Board Reviews in iMedRIS*, in the IRB Canvas site.

**Orientation to IRB Meeting Procedures**

As appropriate and possible, we schedule either an orientation session before your first meeting, and/or assign to you a mentor who is a veteran IRB member, in case it would be useful for you to have one person in particular to turn to with questions. A video of the orientation session, and its accompanying handout, are available in the *IRB Member Orientation* module in the IRB Canvas site.

**Content Knowledge: CITI and EROC online courses**

**IRB Member CITI Course**

We use the CITI (Collaborative Institutional Training Initiative) course for IRB members, the registration instructions are similar to those you followed as an investigator; the only thing you'll do differently is in **Step 7: Select Curriculum** on page 4—select **IRB Members** instead of the Social & Behavioral course. The IRB member course includes both social/behav and biomedical so you won't miss anything!!

**Ethical Research Oversight Course (EROC)**

UT has purchased a license for the Ethical Research Oversight Course (EROC) sponsored by Public Responsibility in Medicine and Research (PRIM&R). The target audience for the course is IRB members and IRB/HRPP staff. Our unique link for the course is <http://primr.peachnewmedia.com/store/seminar/seminar.php?seminar=144099>

Please see the attached instructions for registering; you will create your own username and password when you create an account. (Those of you who are members of PRIM&R can use those login credentials.) The course is self-paced, consisting of an overview, introduction, 8 units, and a final assessment.

**Expedited Reviews**

Most expedited reviews are conducted by the Chair, Vice Chair, HRPP Director and Compliance Officers; occasionally an IRB member will be asked to participate in expedited reviews if they have a particular area of expertise to contribute, or if we are experiencing a backlog of submissions and can use extra hands. All expedited approvals are reported to the full IRB and can be reviewed by members who wish. If you are asked to conduct an Expedited review, you may find it useful to consult the module, *Conducting Expedited Reviews*, in the IRB Canvas site.