

TITLE:	Standard Operating Procedure (SOP) Management of REB Office Personnel	NUMBER:	NSHA REB-SOP-1-005
Effective Date:	April 2014	Revision:	September 29, 2017
Applies To:	REB Office Personnel		

1. PURPOSE:

The purpose of this standard operating procedure (SOP) is to describe the overall management of research ethics office staff as it pertains to support of the Nova Scotia Health Authority Research Ethics Board (NSHA REB).

2. POLICY:

The research ethics office staff provides consistency, expertise, and administrative support to the REB and is vital to ensuring the efficient and effective administration and enforcement of REB decisions. The office staff serves as the connection between the research community and the board members.

3. DEFINITIONS:

See Glossary of Terms

4. PROCEDURES:

4.1. Job Descriptions:

- 4.1.1. Job descriptions will be developed to establish the role requirements for the REB Office Personnel, in accordance with organizational policies and procedures;
- 4.1.2. Each REB Office Personnel will be provided with a copy of his or her job description, job expectations and access to all applicable organizational policies and procedures.

4.2. Responsibilities:

- 4.2.1. Managerial and administrative support for the NSHA REB is provided under the supervision of the Director of Research Services, who remains at arm's length from NSHA REB activities and decisions.

- 4.2.2. REB Office Personnel report to the research ethics manager, who in turn reports to the Director of Research Services and the NSHA REB executive chair.
- 4.2.3. The manager is responsible for the orderly and efficient management of the affairs and processes of the NSHA REB using assigned personnel and support;
- 4.2.4. REB Office Personnel responsibilities may include:
 - The pre-review of submissions and requests to the REB,
 - Quality management activities,
 - The management of administrative issues involving REB research ethics oversight as described by applicable REB policies,
 - The implementation of REB directives, and
 - The provision of advice and information to the REB.

4.3. Hiring and Terminating REB Office Personnel

- 4.3.1. Research services, research ethics and human resources will determine responsibility for the recruitment, hiring, and termination of REB Office Personnel, in accordance with institutional policies and procedures.

4.4. Delegation of Authority or Responsibility

- 4.4.1. The REB Executive Chair or designee may formally delegate appropriate tasks or responsibilities to an REB Office Personnel if the individual has the expertise to carry out the task(s), the task is compliant with the REB SOPs and the task delegation has been agreed to by both the REB Office Personnel and the REB.

4.5. Performance Evaluations and Documentation

- 4.5.1. The REB Office Manager is responsible for conducting performance evaluations of staff in accordance with institutional human resources (HR) policies and procedures.
- 4.5.2. Documentation of evaluations will be maintained in the employees personnel file in accordance with institutional human resource policies and procedures.

4.6. Periodic Evaluation of REB Office Human Resource Needs

- 4.6.1. A periodic evaluation of the adequacy of the REB resources will be conducted;

- 4.6.2. The evaluation will assess whether the REB Office Personnel, equipment, finances and space are adequate to carry out its function in support of the REB;
- 4.6.3. The assessment takes into consideration the volume, complexity and types of research projects administered by the REB Office Personnel and whether activities in support of the REB can be completed in a timely manner;
- 4.6.4. The need for additional resources will be discussed with the appropriate Organizational Official as appropriate.

5 REFERENCES

- 1) Research ethics office staff job descriptions

6 RELATED DOCUMENTS:

- 1) Administrative Policy, Human Resources Policy: *Performance Management CDHA CH 08-040*
- 2) Administrative policy, Human Resources Policy: *Recruitment and Selection CDHA CH 08-020*
- 3) Administrative Policy, Human Resources Policy: *Appraisals Performance Review & Development Process CDHA CH 08-040*

Version History

Effective Date	Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
June 3, 2016		Reflect the change from nine DHA's to one
September 29, 2017		Harmonized with CAREB/N2 SOP's