

TITLE:	Standard Operating Procedure (SOP) Responsibilities of REB Office Personnel	NUMBER:	NSHA REB-SOP-2-004
Effective Date:	November 4, 2016	Revision:	September 29, 2017
Applies To:	Executive Chair, Co-Chairs, REB members and REB Office Personnel.		

1. PURPOSE:

The purpose of this standard operating procedure (SOP) is to describe the duties of REB Office Personnel of the Nova Scotia Health Authority Research Ethics Board (NSHA REB).

2. POLICY:

Each member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill his or her duties, REB Office Personnel must be versed in regulations governing human participants' protection and biomedical research ethics, and policies relevant to human research participant protection.

The Executive Chair or designee is responsible for clearly articulating all required duties associated with REB Office Personnel.

3. DEFINITIONS:

Conflict of interest: circumstance of a person (e.g., Investigator or Research Ethics Board (REB) member) or organization in a real, perceived or potential conflict between their duties or responsibilities related to research and their personal, institutional or other (secondary) interests.

4. PROCEDURES:

4.1. Duties

- 4.1.1. REB Office Personnel may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- 4.1.2. REB Office Personnel may perform and administrative delegated review in accordance with the delegated review procedure;
- 4.1.3. The assignment of these tasks to REB Office Personnel will be documented.

4.2. Appointment Criteria

4.2.1. REB Office Personnel shall have knowledge, experience, and training comparable to what is expected of REB members. The REB shall ensure that Office Personnel can fulfill their responsibilities independently.

4.3. Training & Education

4.3.1. REB Office Personnel are expected to additionally follow training and education procedures for REB members.

4.4. Conflict of Interest

4.4.1. REB Office Personnel are additionally expected to follow conflict of interest procedures.

5. REFERENCES

Version History

Effective Date	Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
November 4, 2016	Original Version	
September 29, 2017		Harmonize with CAREB/N2 SOP's