Individual Orientation for New IRB Members Outline

**ORI contacts and role**
- **ORI Description** [J:\Master Internal Documents\ORI Functions\ORI description simple.doc](#)
- **ORI Statistics** (check regarding recent annual report data)
- **ORI Contact List** [J:\Master Outreach Documents\ORI Contacts.doc](#)
- **ORI Staff by IRB Team** [J:\Master Internal Documents\staff by team.doc](#)

**Introductions**
- Complete the [New IRB Member Info for Orientation](#) half sheet and place on front of each new member’s binder.

**Overview**
- **Types of Review** (IR, MR, CR, Unanticipated, Protocol Violations, Noncompliance) and Mechanisms of Review (What Needs IRB Review, Exempt, Expedited, Full, focus of discussion is on IRB member’s role)
- **Review Criteria**
  - **Criteria for IRB Approval** [J:\Master Outreach Documents\Survival Handbook\F - IRB applications-Forms\Reviewer Documents\Checklists\260000-Criteria_for_Approval_Reviewer_Checklist_Revised.DOC](#)
  - **Detailed Protocol** [J:\Master Internal Documents\Detailed Protocol\DTLDMED-Updated 5-15-07.doc](#)
  - **Primary Review Responsibilities** [J:\Mandatory IRB Training\New IRB Member Orientation\Individual Orientation for New IRB Members booklet\Primary Reviewer Responsibilities.doc](#)
  - **Expedited Reviewer Signature Page** [J:\Master Outreach Documents\Survival Handbook\F - IRB applications-Forms\Reviewer Documents\Signature Pages\200000-XP-Reviewer-Sign-page.doc](#)
  - **Modification Review Signature Page** [J:\Master Outreach Documents\Survival Handbook\F - IRB applications-Forms\Reviewer Documents\Signature Pages\F29-Modification_Reviewer_Sign_page.doc](#)
  - **IRB Exemption Certificate Signature Page** [J:\Master Outreach Documents\Survival Handbook\F - IRB applications-Forms\Reviewer Documents\Signature Pages\210000-ExemptionCertSignPage.doc](#)
  - **IRB Continuation Review Primary Reviewer Checklist** [J:\Master Outreach Documents\Survival Handbook\F - IRB applications-Forms\Reviewer Documents\Checklists\280000-CRPrimaryReviewerCommentForm.doc](#)

Discuss member’s specific role on the IRB (ex. Children’s Rep Responsibilities, Prisoner Rep Responsibilities, etc.)

**Meetings**
- IRB assigned meeting date
  - [http://www.research.uky.edu/ori/human/IRBMeetingDates.htm](http://www.research.uky.edu/ori/human/IRBMeetingDates.htm)
- Importance of attendance
- **Communicating with ORI staff**
- **Sample Agenda Packet Cover** [J:\Mandatory IRB Training\New IRB Member Orientation\Individual Orientation for New IRB Members booklet\Documents For Notebooks\Sample Agenda cover.doc](#)
- **Go through agenda packet explaining category headings**
- **Explain Vote (1, 2, 3, 4, 5)** [J:\Mandatory IRB Training\New IRB Member Orientation\Individual Orientation for New IRB Members booklet\Documents For Notebooks\Review Outcome for Full Review.doc](#)
SOP/Guidance and Educational Materials

- Obtain IRB Resource Guide CDs in advance
- Go through IRB Resource Guide Table of Contents (request from Jennifer Hill)
- Go through Survival Handbook Table of Contents Including SOPs & PST
- New Faculty FAQs regarding the UK IRB

Training

- Review New IRB Member Training Checklist
- PRIM&R On line Ethical Oversight of Human Subjects Research Course User Guide
- UK IRB Orientation & Exam (Go over IRB member responsibilities)
- Encourage to read Belmont Report
- Discuss Mentor Program (give the individual the name of their mentor)
- Upcoming Training Events

Obtain signatures or distribute sheets – NOT double sided as member may sign and scan to return

- Conflict of interest (Discuss Importance)
- Confidentiality Statement
- Preferred Contact Information
- Authorization signature
- IRB Member Representative Survey

Extras

- IRB Acronyms