Individual Orientation for New IRB Members Outline

Introductions
- Confirm which IRB individual serves on
- Identify any special role that individual plays on the IRB

Overview
- Types of Review (IR, MR, CR, Unanticipated, Protocol Violations, Noncompliance)
- Mechanisms of Review (What Needs IRB Review, Exempt, Expedited, Full, focus of discussion is on IRB member’s role)
- Review Criteria

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

SOP/Guidance and Educational Materials
- SOP TOC
- Go through Survival Handbook Table of Contents Including SOPs & PST
- Go through IRB Resource Guide Table of Contents

Meetings
- IRB assigned meeting date
- Importance of attendance
- Communicating with ORI staff
- Go through agenda packet explaining category headings
- Explain Vote (1, 2, 3, 4, 5)

Training
- UK IRB Orientation (Go over IRB member responsibilities)
- PRIM&R Online Ethical Oversight of Human Subjects Research Course
- PRIM&R, CITI or Dunn & Chadwick
- Discuss Mentor Program (give the individual the name of their mentor)
- Encourage to read Belmont Report

ORI contacts and role

Obtain signatures or distribute sheets
- Conflict of interest (Discuss Importance)
- Confidentiality
- Authorization signature