 Avera Institutional Review Board	Standard Operating Procedure Number: 104	Title: Management of IRB Personnel
	Version: 2.0	Effective Date: 10/10/2019

1. PURPOSE

This procedure describes the process for promoting the long-term commitment of the IRB staff to ensure the efficient and effective administration and enforcement of Avera IRB decisions and guidance regarding federal regulations related to the conduct of human subject research.

2. PROCEDURE

The IRB staff will provide consistency, expertise, and administrative support to the Avera IRBs, and serve as a daily link between the Avera IRBs and the research community.

3. SPECIFIC PROCEDURES

3.1 Job Descriptions and Performance Evaluations

IRB staff will have a description of the responsibilities expected of their positions. The performance of IRB staff will be reviewed according to current Avera policy.

3.2 Staff Positions

Staffing levels and function allocation will be determined according to Avera policy, management assessment of support requirements, and budget constraints.

3.3 Hiring and Terminating Research Compliance Office Staff

The human resource policies of Avera determine the policies for recruiting, hiring, and terminating staff.

3.4 Delegation of Authority or Responsibility

Delegation of specific functions, authorities, or responsibilities by the IRB Chair to an IRB staff member must be documented in writing.

4. RESPONSIBILITY


The Institutional Official (IO) is responsible for the following.

- Assumes, on behalf of the Institution, the obligations of the FederalWide Assurance through the Office of Human Research Protections;
- Consistently demonstrates a strong commitment to the protection of human research subjects and sets the tone for the culture of respect for human research subjects by communicating the importance of human research subjects protections;
- Possesses a thorough knowledge of the applicable regulations; and
- Provides adequate resources and support to the staff of the IRB. The IO will review periodically, with the IRB Manager, the need of resources to maintain the IRB at accreditation standards. This will include, but not be limited to, space, educational resources, legal counsel, conflict of interest, quality improvement plans, and community outreach.

IRB Manager is responsible for establishing personnel requirements for evaluating the ongoing performance of IRB staff, if applicable.

5. APPLICABLE REGULATIONS AND GUIDELINES

None

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6. APPLICABLE DOCUMENTS

None

Revision Number	Version Date	Approved By	Date Approved
2.0	10/2/2019	Avera Institutional Official	10/10/2019
<ul style="list-style-type: none"> Removed all reference of the Department of Human Subjects Protections (DHSP), and changed it to IRB. 			
1.0	August 2016	Director HSRP / August 2016	