SOP: Designated Reviewers

1. PURPOSE
   1. This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
   2. The process begins when the IRB chair instructs IRB staff to designate an Experienced IRB Member to conduct Non-Committee Reviews.
   3. The process ends when the IRB member has been noted in the IRB roster to conduct Non-Committee Reviews.
2. REVISIONS FROM PREVIOUS VERSION
   1. None
3. POLICY
   1. IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.
4. RESPONSIBILITIES
   1. IRB staff members carry out these procedures.
   2. The IRB Chair designates IRB Members who can conduct Non-Committee Reviews.
5. PROCEDURE
   1. Obtain from the IRB chair the name of the IRB member designated to conduct Non-Committee Reviews.
   2. Review list of IRB members designated to conduct Non-Committee Reviews in the “Assign Designated Reviewer” activity.
   3. Verify with the IRB Chair that the IRB member is an Experienced IRB Member.
   4. Update HRP-601 - DATABASE - IRB Roster to indicate that the IRB member is a Designated Reviewer.
   5. Use the “Update Eligible Designated Reviewers” activity to indicate that the IRB member is a Designated Reviewer.
6. MATERIALS
   1. HRP-601 - DATABASE - IRB Roster
7. REFERENCES
   1. 21 CFR §56.110(b).
   2. 45 CFR §46.110(b).
   3. AAHRPP elements I.1.A, I-9, II.2.A, II.2.B, II.2.D, II.2.F-II.2.F.3