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