



## Research Ethics Board Standard Operating Procedures

### Management of Research Ethics Office Staff

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<b>ISSUED BY:</b>	Research Ethics Office		
<b>APPROVED BY</b>	Vice President, Research		

The WCH REO webpage version of this document is considered the most current.

Please ensure that you have reviewed all linked documents and other reference material within this SOP

#### 1.0 POLICY STATEMENT:

The purpose of this Standard Operating Procedure (SOP) is to describe the overall management of the REO office staff.

Research Ethics Office (REO) staff provide consistency, expertise, and administrative support to the Women's College Hospital (WCH) Research Ethics Board (REB), and serves as a daily link between the REB and the research community. REO staff are vital to ensuring the efficient and effective administration and enforcement of WCH REB decisions, thus the highest level of professionalism and integrity is expected.

#### 2.0 DEFINITION(S):

See Glossary of Terms

#### 3.0 RESPONSIBILITY:

This SOP applies to the REB Coordinator and the REB Chair, who are accountable for determining staffing requirements and for hiring and evaluating the ongoing performance of REO staff in accordance with WCH's Human Resource policies. The REB Chair and/or the REB Coordinator may delegate tasks to qualified staff as outlined in this SOP.

#### 4.0 PROCEDURES:

##### 4.1. Job Descriptions

The REB Chair and the Director, WCH Research Operations are responsible for creating job descriptions and establishing the role requirements for REO staff in accordance with WCH human resources (HR) policies and procedures. As appropriate, the REB Coordinator will support the creation of job descriptions and role requirements for additional REO staff, e.g. REB Assistants.

##### 4.2. Hiring and Terminating REO staff

The REB Chair and the Director, WCH Research Operations are responsible for the recruitment, hiring, and termination of REO staff, in accordance with WCH HR policies and procedures. As appropriate, the REB Coordinator will take part in the recruitment and hiring processes of additional REO staff, e.g., REB Assistants.



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#### **4.3. Delegation of Authority or Responsibility**

The REB Chair may delegate appropriate tasks or responsibilities to an REO staff member provided that the staff member has the expertise to carry out the task(s) and the task delegation has been agreed to by both the staff member and the Manager. Delegation of tasks must be documented in writing or as outlined in SOP I-03-003.

#### **4.4. Performance Evaluations**

4.4.1. The Director, WCH Research Operations and the REB Chair are responsible for conducting performance evaluations in accordance with WCH performance management and appraisal guidelines.

4.4.2. Input from the research community, office colleagues, REB members, and the REB Vice Chair will be gathered as part of the performance evaluation process.

#### **4.5. Documentation**

4.5.1. The REO will follow WCH policies and procedures for identifying, documenting and retaining formal staff interactions (such as performance reviews, termination procedures, etc.).

#### **4.6. Periodic Evaluation of REO Human Resource Needs**

4.6.1. The REB Coordinator, REB Chair and the Director, WCH Research Operations shall conduct a yearly evaluation of REB program resources, including the budget.

4.6.2. The evaluation will assess whether the REO staffing, equipment, finances and space are adequate to carry out its functions in support of the REO and REB.

4.6.3. Any identified needs for additional resources will be discussed with the Vice-President, Research.

4.6.4. The Manager will submit an annual report to the VP Research and the Medical Advisory Committee (MAC) for reporting the WCH Board of Directors

#### **5.0 REFERENCES:**

1. REO Staff job descriptions
2. Women's College Hospital Human Resources Policies and Procedures
3. Sunnybrook Health Sciences Centre Research Ethics Board Standard Operating Procedure–  
*Management of Research Ethics Staff* (REB-SOP-I-05.003)