

**Holland Bloorview Kids Rehabilitation Hospital Research Ethics Board (REB)
Standard Operating Procedures**

	GENERAL ADMINISTRATION		
POLICY: REB-105	MANAGEMENT OF REB PERSONNEL		
This policy pertains to:	REB staff within Holland Bloorview Kids Rehabilitation Hospital		
Responsibility for executing this policy:	Director, Research Operations, Bloorview Research Institute and Chair, Holland Bloorview REB (or designate)		
Approval authority:	Research, Teaching & Learning Advisory Committee (RTLAC) of the Holland Bloorview Board of Trustees		
Effective Date:	September 30, 2014	Supersedes documents dated:	V3: August 2013
Approved:	Chair of the REB Research, Teaching & Learning Advisory Committee		

1. PURPOSE

The purpose of this SOP is to describe management policies and procedures to promote the long-term commitment of REB Office staff and ensure the efficient and effective administration and enforcement of REB decisions.

REFERENCES

2. POLICY STATEMENT

The REB Office staff provide consistency, expertise, and administrative support to the REB, and serve as a daily link between the REB and the research community. Thus, the REB Office staff are the most vital component in the effective operation of the Holland Bloorview human participant protection program. Therefore, the highest level of professionalism and integrity on the part of the staff is expected.

3. SPECIFIC POLICIES

3.1. Job descriptions

The REB Office staff must have descriptions of the roles and responsibilities expected of their positions. The performance of staff will be reviewed according to current institutional policy.

CAN/CGSB-191.1-2013 – (4.3.4.2)

Staff responsibilities include:

- a. Pre-review and review of submissions and requests to the REB,
- b. Quality management activities,
- c. Management of administrative issues involving REB research ethics oversight,
- d. Implementation of REB directives, and
- e. Provision of advice and information to the REB.

CAN/CGSB-191.1-2013 – (4.3.4.3)

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3.2. Staff positions

Administrative staff with sufficient expertise and resources shall be employed in sufficient numbers to support the REB's operations and to allow the REB to meet its responsibilities effectively and efficiently..

CAN/CGSB-191.1-2013 –
(4.3.4.1)

The appointment of REB administrative staff to serve as non-voting REB members shall be limited to those individuals who have knowledge, experience, and training comparable to what is expected of REB members. Holland Bloorview shall allow administrative staff who serve as REB members to fulfill their responsibilities as REB members independently.

CAN/CGSB-191.1-2013 –
(4.3.4.4)

TCPS Article 6.4

3.3. Hiring and terminating REB staff

The human resources policies of Holland Bloorview determine the procedures for recruiting and hiring REB Office staff.

3.4. Documentation

The human resources policies of Holland Bloorview will be used to determine the policies for identifying, documenting and retaining formal staff interactions.

Revision History

V3/August 2013: Changed 'REB Manager' to 'REB office staff' to accommodate growth and job title changes within the REB administrative office.

V4/July 2014: CAN/CGSB-191.1-2013 references incorporated to reflect compliance. Changed Research Advisory Committee to Research, Teaching & Learning Advisory Committee. Revised section 3.1: REB staff job descriptions and roles expanded to reflect current practice. Revised section 3.2: added that REB staff with sufficient expertise may be appointed as non-voting REB member. Clarified that REB staff will be employed in sufficient numbers to support the operation of the REB and removed mention of level and function of REB staff being determined by institutional policy and budget constraints.