

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

	REB ORGANIZATION		
POLICY: REB-202	MANAGEMENT OF THE BOARD		
This policy pertains to:	The activities of the Research Ethics Board (REB) operating under the authority of Holland Bloorview Kids Rehabilitation Hospital		
Responsibility for executing this policy:	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 document date:	V2: January 2012
Approved:	Chair of the REB Research, Teaching & Learning Advisory Committee		

1. PURPOSE

The purpose of this SOP is to describe the management and oversight of the REB to ensure continuity of membership and the expertise to meet regulatory and institutional mandates.

2. POLICY STATEMENT

The management of the membership of the REB and oversight of member appointments, REB related activities, communications, and other administrative details are the responsibility of the REB Chair, who is in turn accountable to the Board of Trustees through the Research, Teaching & Learning Advisory Committee (RTLAC).

REFERENCES

- Holland Bloorview REB Terms of Reference
- CAN/CGSB-191.1-2013 – (4.2.2.4)

3. SPECIFIC POLICIES

3.1 Term

Members shall normally serve for a term of 3 years, renewable. Reappointment for additional terms may occur. The RTLAC has discretion to appoint any member for an additional third term by mutual agreement of the REB member and the REB Chair. Every effort will be made to ensure continuity and a core of knowledgeable and experienced members.

- Holland Bloorview REB Terms of Reference

3.2. Appointments

The REB Chair in consultation with the appropriate manager or administrator appoints the members of the REB for a term of three years, renewable once.

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Holland Bloorview's Bioethicist is a standing member of the REB.

Community members will be solicited from the Greater Toronto Area.

3.3. Resignation and Removals

A member may resign before the conclusion of his/her term. The vacancy will be filled as quickly as possible. The REB Chair may remove a member at any time who fails to fulfil his/her duties in a timely, competent and ethical manner.

3.4. Compensation

Service on hospital committees is considered part of the duties of all Holland Bloorview clinical staff and researchers. Community members shall receive reimbursement for parking and other miscellaneous relevant expenses. Support for registration and attendance at relevant conferences and workshops will be provided where prior approval by the REB Chair is provided. The REB Chair receives compensation for relevant expenses related to his/her duties on the REB as permitted by the Director, Bloorview Research Institute.

3.5. Liability Insurance

Members are insured by Holland Bloorview's insurance policy with HIROC (Healthcare Insurance Reciprocal Corporation of Canada), subject to the terms and conditions of that policy.

Revision History

V3/July 2014: CAN/CGSB-191.1-2013 references incorporated to reflect compliance. Changed Research Advisory Committee to Research, Teaching & Learning Advisory Committee. Revised section 3.2: removed the privacy officer as a standing member of the REB.