

## **SOP: Designated Reviewers**

### **1 PURPOSE**

- 1.1 This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
- 1.2 The process begins when the IRB chair instructs IRB staff to designate an Experienced IRB Member to conduct Non-Committee Reviews.
- 1.3 The process ends when the IRB member has been noted in the IRB roster to conduct Non-Committee Reviews.

### **2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None

### **3 POLICY**

- 3.1 IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.

### **4 RESPONSIBILITIES**

- 4.1 IRB staff members carry out these procedures.

### **5 PROCEDURE**

- 5.1 Obtain from the IRB chair the name of the IRB member designated to conduct Non-Committee Reviews.
- 5.2 Verify that the IRB member is an Experienced IRB Member.
- 5.3 Update HRP-601 - DATABASE - IRB Roster to indicate that the IRB member is a Designated Reviewer.

### **6 MATERIALS**

- 6.1 HRP-601 - DATABASE - IRB Roster

### **7 REFERENCES**

- 7.1 21 CFR §56.110(b).
- 7.2 45 CFR §46.110(b).
- 7.3 AAHRPP elements I.1.A, I-9, II.2.A, II.2.B, II.2.D, II.2.F-II.2.F.3