

Title	REB Office Personnel Serving as REB Members
SOP Code	204.005
Effective Date	14-Apr-2026

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of REB Office Personnel serving as members of the Research Ethics Board (REB).

2.0 SCOPE

This SOP pertains to REBs that review human Participant research in compliance with applicable regulations and policies.

3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or Designee is responsible for clearly articulating all required duties associated with membership to the REB, including to potential and current REB members.

REB members and alternates are responsible for fulfilling their duties as specified in this SOP.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

Each REB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the Participants of research. In order to fulfill their duties, REB members must be versed in regulations governing human Participants' protection and biomedical research ethics, and policies germane to human research Participant protection.

5.1 Duties

- 5.1.1 REB Office Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and shall not participate in any votes;
- 5.1.2 REB Office Personnel that have been appointed to serve as REB members may perform Delegated reviews in accordance with the Delegated review procedure;
- 5.1.2 The assignment of these tasks to REB Office Personnel will be documented.

5.2 Appointment Criteria

- 5.2.1 REB Office Personnel serving as REB members shall have knowledge, experience, and training comparable to what is expected of REB members. The REB shall ensure that REB Office Personnel can fulfill their responsibilities as REB members independently.

5.4 Training and Education

- 5.4.1 REB Office Personnel serving as REB members are expected to additionally follow training and education procedures for REB members.

5.5 Conflict of Interest

- 5.5.1 REB Office Personnel serving as REB members are additionally expected to follow conflict of interest procedures for REB members.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP204.001	15-Sept-2014	Original version
SOP204.002	08-Mar-2016	No revisions needed
SOP204.003	08-Oct-2019	No revisions needed
SOP204.004	15-May-2023	Replaced “his/her” with “their”.
SOP204.005	14-Apr-2026	2.0: replaced “guidelines” with “policies”.