

Department: UAMS Institutional Review Board
Policy Number: 3.8
Section: Committee Membership
Effective Date: July 31, 2002
Revision Date: November 18, 2002; March 12, 2004; February 8, 2005; March 29, 2005; March 29, 2007; January 24, 2011

SUBJECT: IRB Reviewer Training Requirements

I. Policy

All IRB Reviewers must complete initial orientation and the web-based Human Subject Protection training courses appropriate to IRB Reviewers at <http://www.citiprogram.org>. Reviewers must also participate in continuing education which can take many forms.

II. IRB Reviewer Orientation Training

All new Committee members are required to complete an initial orientation before being allowed to serve on the IRB Committee, which includes the following:

1. IRB Overview, Regulatory Criteria and HIPAA
2. How to Review a Protocol
3. How to use the Reviewer Checklists
4. Code of Conduct for IRB Membership
5. Introduction to ARIA
6. What to expect in an IRB Meeting
7. IRB Contacts, Process for Agenda Assignments
8. Resources (includes IRB Policies, The Nuremberg Code, Declaration of Helsinki, Belmont Report, select CFR sections)

New IRB Reviewers will be added to the rosters as voting members after attending and observing at least one IRB meeting. Assignment of initial study reviews will be in conjunction with a Chair or other reviewer acting as a mentor.

III. Continuing Education

1. Ongoing education is incorporated into scheduled IRB Committee meetings as pertinent topics are circulated or policies or procedures change.
2. "IRB TIPS" are short educational messages that will be sent to all committee members on a variety of topics as required.
3. IRB Reviewers are required to participate in at least one continuing education opportunity each year. Reviewers are encouraged to attend as many human research protections courses as possible. Regular training sessions are offered at UAMS and ACH.

IV. Assessment

IRB Reviewers should regularly assess their understanding of the regulatory and policy issues encountered during the meetings. As necessary, Reviewers should seek out additional training by contacting the IRB Director for resources.

Reviewer performance will be assessed as per IRB Policy 1.7.