IRB Member Duties

The members are required to familiarize themselves with and to evaluate all applications (new and re-approval), amendments, and adverse events provided in the agenda book which is supplied to them prior to the IRB meeting and posted on a secure server available to all members. All materials related to a study are available for Board members’ review at any time.

Members acting as primary reviewers are required to evaluate all applications, amendments and adverse events assigned to them by the Chair. Evaluation Forms are distributed to assist the members in performing their assessments. The forms must be completed prior to the meeting. During the meeting, the IRB member assigned as primary reviewer for an action item is expected to present their assessment and to lead a discussion of the Board concerning the item under consideration. All members are expected to contribute to a thorough discussion of all items. The primary reviewer presents a motion for consideration.

Members may also be needed for their expertise to evaluate special concerns that may arise on any study or to provide advice to the Chair concerning expedited review decisions, issues related to potential non-compliance, or necessary actions required to protect the safety and welfare of subjects.

Committees of the Board are utilized for special concerns, e.g. consideration of new policies, issues of non-compliance, etc. Committee members are appointed by the Chair based on the required expertise for the issue at hand. Committee reports are presented for consideration by the fully-convened Board.

No member of the IRB or expert consultant may participate in an initial or continuing review or other action of any project in which the member has a conflict of interest, except to provide information to the IRB. Should a conflict of interest exist, the member or consultant is responsible for notifying the IRB office one week prior to review. Members or consultants with a conflict of interest must recuse themselves from the meeting during deliberation and voting on the item.

Members are expected to familiarize themselves through educational opportunities provided by the Institution with regulations and policies and procedures related to IRB function and with issues surrounding human subjects protection.

The institution also supports the members of the IRB through the following:

1. Liability coverage for all IRB members is provided by the Institution.
2. Reference materials are available in the IRB office for members or principal investigators to assist in the review and/or preparation of applications.
3. Educational opportunities and materials related to IRB function and human subjects protection.

The IRB does invite individuals who are not members to serve as expert consultants for review of selected applications. These consultants serve in a non-voting, advisory-only capacity.

Members are also required to report any undue influence placed upon them by any person or office of the institution, or any other person or facility/institution related or unrelated to the institution. Members must report such attempts to the Chair of the IRB, Vice-Chancellor for Academic Affairs, Chancellor, or the Office of Compliance Programs. Action taken in response to such attempts will be dealt with in various ways depending upon the nature and source of the attempted undue influence.
Should the report of undue influence be considered credible by the administration following an investigation by the Vice-Chancellor for Academic Affairs, actions taken may include, but are not limited to: a report and follow-up by the Committee on Professional Conduct, or other administrative action if the undue influence is created by any member or unit of LSUHSC-NO; or termination of any contract or agreement with an agency outside the institution.