



## OKANAGAN COLLEGE

### RESEARCH ETHICS BOARD FOR RESEARCH INVOLVING HUMAN SUBJECTS

#### THE ROLE AND RESPONSIBILITY OF THE BOARD MEMBERS

1. The members of the Okanagan College Research Ethics Board (REB) report to the college President and are supported by staff (REB secretary) provided by the Office of the President.
2. New members of the board usually just observe for the first meeting.
3. The board meets once per month (except July and August). The meetings usually last about 2-3 hours. The schedule for meetings changes each semester, dependent on the availability of REB members.
4. Each member of the board receives a package that consists of:
  - a. an agenda
  - b. all of the applications received prior to the meeting deadline, and
  - c. copies of the minutes for previous meetings
5. Application Review Forms: Each reviewer is provided with an Application Review Form (ARF) for each application.

The ARF should be used to note ethical issues that reviewers wish to raise at the meeting and to provide the Chair with comments or changes that need not be discussed at the meeting, but that should be forwarded to the applicant. The ARFs will be collected at the end of the meeting, used to compose a Notice of Ethical Review, and then kept as a permanent part of the file.

6. Regrets: Members of the Board must (if possible) advise the secretary of their regrets before the deadline for the next meeting to ensure that quorum requirements are met in advance of the actual meeting.
7. The Chair, who presides over the monthly meetings of the Okanagan College REB, guides the Board through each successive application on the agenda. The Chair, will ask Board members to put forward their concerns for discussion.
8. The Chair moderates the discussion, and when a consensus is reached (or a vote taken) summarizes the Board's decisions for the REB secretary.

9. The Chair will establish, based on the Board's advice, the level of review required for the applicant's response to the Board, (e.g. approved, approved with proviso, deferral or rejection). These are defined as follows:
  - a. Approved – The Certificate of Approval is released and no further information is required from the applicant.
  - b. Proviso – The Certificate of Approval is withheld until the applicant has responded to the items listed in the proviso memo. The Chair will review the response on behalf of the board and approve, question, or refer the file for review by the full board.
  - c. Deferral – The Certificate of Approval is withheld and when the applicant's response to issues raised during the initial review has been received it will be put on the agenda for the next meeting.
  - d. Rejection – the Board does not feel that the proposed research should be carried out under any circumstances.
10. The Chair edits the Board's decisions and written notes into a proviso, deferral or rejection memo that is sent to the applicant.
11. The Chair acts on behalf of the Research Ethics Board with respect to:
  - a. signing the Certificates of Approval, and
  - b. reviewing each response received from the applicant to ensure that it meets the requirements of the REB.
  - c. If the response is inadequate or problematic, the Chair may refer the file for review by the full Board, send another proviso memo to the applicant, or telephone the applicant to clarify the Board's concerns.
  - d. The Chair reviews and approves amendments to, or renewals of, previously approved applications.
  - e. As the spokesperson for the Board, the Chair will also address, in a timely fashion, communications from applicants who do not understand, do not agree with, or cannot conform to the Board's provisos and policies. The Chair may resolve these problems or refer them to the full Board.
12. The members of the REB should maintain familiarity with both local and national guidelines for research with human subjects, (i.e. the Tri Council Policy Statement).
13. The members will take advantage, if time permits, of any research ethics education and training opportunities.