

**SOP: 103**  
**MANAGEMENT OF HRPP AND IRB PERSONNEL**

**1. POLICY**

The staff of the HRPP and IRB shall provide consistency, expertise, and administrative support to the IRB and shall serve as a daily link between the IRB and the research community. HRPP and IRB staff is the most vital component in the effective operations of the University human participants protection program. Therefore, the highest level of professionalism and integrity on the part of HRPP and IRB staff is expected.

The HRPP Director of each campus shall review the budget with the Director of Compliance on an annual basis and, in accordance with the current needs of the program, allocate resources for prioritized needs.

**Specific Policies**

**1.1 Job Descriptions and Performance Evaluations**

The HRPP Director shall provide members of the HRPP and IRB staff a description of the responsibilities expected of their positions and shall review the performance of the staff according to current University policy.

**1.2 Hiring and Terminating IRB Staff**

The Human Resources policies of the University of Oklahoma govern the recruiting, hiring, and terminating of IRB and HRPP staff.

**1.3 Delegation of Authority or Responsibility**

The HRPP Director documents in writing delegation of specific functions, authorities, or responsibilities by the IRB Chair to HRPP Director or HRPP Assistant Director.

**1.4 Documentation**

The policies of the University of Oklahoma Department of Human Resources govern the means of identifying, documenting, and retaining formal staff interactions such as performance reviews and termination procedures.

**1.5 Periodic Evaluation of Staff and Resources**

The University shall provide sufficient staff, office space, meeting space, educational training, and equipment sufficient to support the HRPP's responsibilities.

Staffing levels and function allocation shall be determined by the HRPP Director according to University of Oklahoma policy, management assessment of support requirements, and budget constraints.

The HRPP Director or designee shall conduct a periodic evaluation of the resources and staff in order to assess whether the HRPP program is able to carry out its functions. The HRPP Director or designee shall conduct the periodic evaluation at least annually.

**2. SCOPE**

These policies and procedures apply to all HRPP and IRB staff.

### **3. RESPONSIBILITY**

The Director of Compliance or designee is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of the HRPP Director for each campus.

The HRPP Director for each campus is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of IRB and HRPP staff.

The IRB Chairs are responsible for providing input on the ongoing performance of the HRPP Director to the Director of Compliance.

### **4. APPLICABLE REGULATIONS AND GUIDELINES**

OHRP Guidance on Written IRB Procedures

### **5. REFERENCES TO OTHER APPLICABLE SOPS**

This SOP affects all other SOPs.

### **6. ATTACHMENTS**

- 103-A HRPP/IRB Job Descriptions
- 103-B HRPP/IRB Performance Standards
- 103-C Performance Evaluation Form
- 103-D Description of Delegation of Authority
- 603B-A Federalwide Assurance – Oklahoma City Campus
- 603B-C Federalwide Assurance – Norman Campus

### **7. PROCESS OVERVIEW**

The HRPP Director provides management policies and procedures to HRPP and IRB Staff to promote the professional development and the long-term commitment of employees. The policies and procedures are developed to promote the efficient and effective administration and enforcement of IRB decisions.

- 7.1 The HRPP Director is responsible for composing job descriptions and for establishing the requirements for the HRPP and IRB Staff. The HRPP Director is responsible for conducting performance evaluations following the policies of the University Human Resources Department. The HRPP Director develops performance standards and job expectations and makes modifications as necessary.
- 7.2 The HRPP Director provides staff a copy of their job description, performance standards, job expectations, and the web location for the University Staff Handbook.
- 7.3 The HRPP Director is responsible for the recruitment, hiring, and termination of HRPP and IRB Staff, following the University Human Resources policies and procedures.
- 7.4 Delegation of specific functions, authorities, or responsibilities by the IRB Chair to the HRPP Director or Assistant Director will be documented by the HRPP Director in writing and maintained in the individual's IRB Member file.
- 7.5 In the absence of the IRB Chair or Vice Chair, the HRPP Director or HRPP Assistant Director has the authority to sign correspondence reflecting IRB actions to the investigator.

7.6 The periodic evaluation of resources and staff conducted by the HRPP Director takes into consideration the volume of items administered by the staff; complexity and types of human research activities administered by the staff; the time staff has to devote to the activities and quality of the activity outcome; and whether the entire administrative process is accomplished in a timely manner. The evaluation assesses whether additional staff, equipment, finances, education, and space are needed to protect the rights and welfare of research participants. The HRPP Director reports the results of the evaluation to the Director of Compliance. The Director of Compliance reports the results of the evaluation to the Compliance Advisory Committee for consideration.

**APPROVED BY:** \_\_\_\_\_ **DATE:** 09/01/2009

**NEXT ESTABLISHED REVIEW DATE:** MAY 2012