|  |  |
| --- | --- |
| The purpose of this worksheet is to provide support for the Institutional Official/ Organizational Official (IO/OO) or designee when evaluating the performance of the IRB Chair(s) as part of the annual HRPP evaluation conducted in HRP-060 - SOP - Annual Evaluations of the HRPP. This worksheet is to be used but does not need to be completed and retained.[[1]](#footnote-1) | |
|  | |
| 1. Considerations when evaluating IRB Chairs – Objective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB Chair to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.) | |
|  | Number of meetings attended and chaired out of total number of meetings |
|  | Number of protocols reviewed via Non-Committee Review |
|  | Number of protocols reviewed that went to the convened IRB |
|  | Number of reviews completed as the primary reviewer |
|  | Timeliness of reviews |
|  | Completion of required checklists |
|  | Completion of educational requirements |
|  | Attendance at educational sessions |
| 1. Consideration when evaluating IRB Chairs – Subjective Criteria (Check if satisfactory or not applicable. If needed, work with the IRB Chair to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.) | |
|  | Leadership of the IRB |
|  | Ability to lead meetings |
|  | Preparedness for meetings |
|  | Knowledge of regulations and identification of areas for improvement |
|  | Communication with investigators |
|  | Communication with organizational officials |
|  | Communication with HSRO staff |
|  | Ability to work with HSRO staff |
|  | Ability to help investigators |
|  | Issues related to being a general IRB member |
|  | |
|  | Notes: |

1. This document satisfies AAHRPP element I.1.E [↑](#footnote-ref-1)