WORKSHEET: Performance Evaluation for IRB Members

The purpose of this worksheet is to provide support for the IRB Chair or IRB Manager when evaluating the performance of the IRB Members and Alternates as part of the annual HRPP evaluation conducted in HRP-060 - SOP - Annual Evaluations of the HRPP.

1. Considerations when evaluating regular and alternate IRB members

**Objective Criteria** (Check if satisfactory or not applicable. If needed, work with the IRB Member or Alternate to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.)

Number of meetings attended out of total number of meetings

Number of exempt determinations made

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 worksheets

Completion of educational requirements

Attendance at educational sessions

Number of educational sessions conducted

1. Considerations when evaluating regular and alternate IRB members

**Subjective Criteria** (Check if satisfactory or not applicable. If needed, work with the IRB Member or Alternate to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.)

Preparedness for meetings

Contribution to IRB meetings

Quality of reviews

Knowledge of regulations and identification of areas for improvement

Knowledge of organizational policies and procedures and identification of areas for improvement

Communication with investigators

Communication with IRB staff

Ability to work with IRB staff