WORKSHEET: Performance Evaluation for IRB Staff

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

1. Considerations when evaluating IRB staff

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

Workload – handles workload efficiently

Number of protocols reviewed via Non-Committee Review

Number of protocols processed

Timeliness of processing materials

Completion of worksheets and documentation

Prepares agendas in a timely manner

Prepares convened IRB minutes in a timely manner

Completion of educational requirements

Attendance at educational sessions

Number of educational sessions conducted

Attainment and maintenance of certification (e.g., CIM or CIP)

1. Considerations when evaluating IRB staff

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

Preparedness for meetings

Quality of pre-reviews

Completes and maintains convened IRB minutes and records efficiently and correctly

Knowledge of regulations and identifications of areas for improvement

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

Communication with IRB chairs, IRB staff, investigators, and study staff

Ability to help investigators