



HRP-327 | 2/2/2024

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. This worksheet does not need to be completed and retained.¹

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 checklists
- ☐ Completion of educational requirements
- ☐ Attendance at educational sessions
- ☐ Number of educational sessions conducted

2. 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

¹ This document satisfies AAHRPP element I.1.E

3. Notes

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