



HRP-328 | 2/2/2024

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

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 checklists 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)

2. 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

3. Notes

¹ This document satisfies AAHRPP element I.1.E

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