TITLE: General Administration Institutional Review Board
GA103 Management of IRB Personnel

ORIGINATOR: Institutional Official

APPROVAL: Institutional Official

POLICY STATEMENT: IRB staff shall provide consistency, expertise, and administrative support to the IRB and serve as a daily link between the IRB and the research community. Thus, IRB staff is the most vital component in the effective operation of Mercy Health’s human research participant’s protection program. Therefore, the highest level of professionalism and integrity on the part of IRB staff is expected.

1. Job Descriptions and Performance Evaluations
   Members of the IRB staff should have a description of the responsibilities expected of their positions. The performance of IRB staff will be reviewed according to current Mercy Health policy.

2. Staff Positions
   Staffing levels and function allocation will be determined according to Mercy Health policy, management assessment of support requirements and budget constraints.

3. Hiring and Terminating IRB Staff
   The Human Resources policies of Mercy Health determine the policies for recruiting and hiring staff.

4. Delegation of Authority or Responsibility
   Delegation of specific functions, authorities, or responsibilities by the Chairperson to a staff member must be documented in writing.

5. Documentation
   The policies of Mercy Health’s Human Resources Department determine the means of identifying, documenting and retaining formal staff interactions (such as performance reviews, termination procedures).

PROCEDURE: All Mercy Health Campuses

ATTACHMENTS: GA 103-A IRB Coordinator Job Description
GA 103-B IRB Specialist Job Description
GA 103-C IRB Manager Job Description
### Responsibility

Mercy Health Regional Vice President of Mission Integration

### Action

1. With the input of the IRB Manager, establish the requirements for Office of the IRB staff. Complete personnel recruitment and hiring as per HR policy.
2. With the input of the IRB Manager compose job descriptions.
3. Evaluate the performance of the IRB Manager.

IRB Manager

1. Ensure that Office of the IRB staff are adequately oriented and trained.
2. Evaluate the performance of the Office of the IRB Staff.

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**CONCURRENT CONSENTS:**

Institutional Official

[Signature]

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