# WASHINGTON STATE INSTITUTIONAL REVIEW BOARD

# Board Member Responsibilities

**Full and Alternate Members**

Members of the Washington State Institutional Review Board (WSIRB) are expected to contribute time necessary to complete Board business. The Review Board meets up to twelve times per year on the third Thursday of the month. All Board members are expected to read all materials on the agenda that require full committee review and prepare to participate in the discussion. The reviewer checklist (including consent form requirements) is in IRB Manager.

Members should expect to spend approximately two to six hours reviewing Meeting Minutes, training materials, memos to board, proposals, continuation approval requests, and study amendment requests prior to each Board meeting. Board Members have a legal and ethical responsibility for the thorough and careful consideration of all aspects of a study with regard to the protection of human subjects, as defined by federal and state law. The training described below is essential to meeting Board responsibilities. Board meetings generally last two to three hours.

A list of agenda items that were reviewed under expedited review authority are included on the agenda for Board members’ information only. Authority has been delegated to staff from the Chair to allow staff to make decisions regarding expedited review.

DSHS employees appointed to the Board are authorized by the Secretary to set aside time from their regular duties for preparation, meeting attendance, and other Board business, and may receive mileage reimbursement from their own organizational units. Board Members who are employees of other state agencies need to receive authorization from their supervisor to spend work time on these activities. Members who are not employees of a state agency will be appointed as official volunteers with DSHS. Volunteer status provides members with the services of the Office of the Attorney General in the event that legal representation is required as a result of participation in Review Board business.

Regular Board meetings are held virtually.

# Primary Reviewer Assignments

On a rotating basis, Board members – both Full and Alternate members - will be asked to serve as primary reviewer for studies subject to full Board or expedited review. Usually one Board member is paired with one Staff member for each review.

**Full** Board members are expected to serve as Primary Board Reviewer 3 to 4 times per year and attend at least 10 Board meetings a year.

**Alternate** Board members are expected to serve as Primary Board Reviewer 1 to 2 times per year and attend 2 meetings per year.

The role of primary reviewer requires approximately 6 to 8 hours of time to:

* Read all documents submitted by the researcher
* Complete the WSIRB Reviewer Checklist
* Meet with the staff reviewer to compare notes and worksheets to come to consensus on findings (This requirement is now generally only applicable to reviews that will be presented at a Board meeting).
* For studies under full Board review, the Primary Reviewer may be asked to assist the staff reviewer to finalize the “Presentation of Elements to Cover/Review Summary”, the document used to guide the actual Board presentation and discussion.
* With the Staff Reviewer, presents to the full Board, a summary of the study, the consensus findings of the Board and Staff Reviewers for the Board to vote on, and makes a recommendation to the full Board for approval/disapproval, deferral or conditions of approval.
* Board members may be asked to play a similar role for Study Continuation Requests, Study Amendment Requests, as determined by the WSIRB Executive Director and Staff.

Board Member Training Requirements

Under the *Washington State Agency Policy on Protection of Human Research Subjects*, members of the Washington State Institutional Review Board are required to complete education and training in the protection of human research subjects. WSIRB members – both Alternate and Full Board members – must complete the education and training requirement prior to serving as a voting member of the Review Board

We recommend that Board members fulfill the training requirements through completion of the web-based human subjects protection training provided by CITI. This training program takes approximately 4 to 5 hours to complete, and can be completed over multiple sessions.

To register for CITI, Review Board members should:

1. Register at CITI ([www.citiprogram.org/default.asp](http://www.citiprogram.org/default.asp)), under “Washington State Government Agencies”
2. Review the Institutional Instructions
3. Submit completion report through CITI

When the HRRS Training Coordinator has been notified of successful training completion, the Review Board member’s name will be posted on the Washington State Agency List of Training Participants.

Board members are expected to attend in-service trainings that are provided during the meeting. Other continuing education opportunities are available throughout the year.

For questions about completing training requirements, please contact the WSIRB staff at 360 902-8075 or [wsirb@dshs.wa.gov](mailto:wsirb@dshs.wa.gov).

**Consultants**

Consultants are subject matter experts (SMEs) who may be Agency employees, researchers, community members, or have expertise in a relevant area. In contrast to Full and Alternate Board members, the role of Consultant is not required to maintain Board membership or attend Board meetings if invited. The role of Consultants will be to represent their Agencies, institutions, or communities and provide guidance to WSIRB staff about the Consultant’s area of expertise. Some examples include answering questions about methodology, explaining field-specific terms, and providing insight on the experiences of certain populations of Agency clients (like foster youth, or people who receive SNAP benefits). Familiarity with proprietary databases (such as FamLink or ProviderOne) is also valued.

The role of Consultant primarily requires willingness and availability to answer emails, phone calls, or – rarely – the ability to attend short meetings in order to answer WSIRB staff questions or discuss specific issues relevant to the Consultant’s area of expertise. This will be on a case by case basis and have no formal time requirement.