**Rural Research Network Research Ethics Board**

**Administrative Assistant Role Description**

**Supervision**

The Rural Research Network (“RRN”) Research Ethics Board (“REB”) administrative assistant is an employee of Winchester District Memorial Hospital (“WDMH”) and is hired and supervised according to WDMH Human Resources policies. WDMH is responsible for developing the job description for REB office personnel and may assign duties additional to those outlined in the Standard Operating Procedures (“SOPs”). WDMH is responsible for the evaluation of staff member performance and the adequacy of resources available for the staff member to fulfill expectations.

**Responsibilities1**

* Pre-review of submissions and requests to the REB,
* Quality management activities,
* Management of administrative issues involving REB research ethics oversight as described by applicable REB policies,
* Implementation of REB directives, and
* The provision of advice and information to the REB.

**Responsibilities as REB Member2**

* Must have knowledge, experience, training comparable to expectations of REB members,
* Attend convened meetings and participate in discussions,
* Not count in determining a quorum and not participate in any votes,
* May perform delegated review,
* Expected to follow appointment, training, and Conflict of Interest (COI) procedures expected by REB members.

**Specific Assigned Tasks**

* Receives and pre-reviews submissions (proposals, reportable events, continuing review applications, and closure applications) for completeness before forwarding to the REB Chair,
* Schedules meetings and notifies members of meeting time and location, and publishes dates as well as deadlines for research submissions to be considered during meetings,
* Prepares agenda for each REB meeting, and attaches any previous REB meeting minutes for REB review and approval,
* In consultation with Chair, confirms meeting attendance and assigns the reviewers for delegated review or the primary and secondary reviewers for Full-Board review
* Drafts REB meeting minutes including key discussions, decisions, and votes,
	+ Date, place, time,
	+ Attendance,
	+ List of declared COIs, summary of discussions, and decisions,
* Retains the submission materials and research-related documents,
* Retains all administrative records related to the REB review activities,
* Records are housed securely with back-up, disaster, and recovery systems in place,
* Retains records for a minimum of 10 years after completion/termination of trial, or the maximum time stipulated in any applicable governing regulation,
* Issues review/decision letter based on decisions and rationales captured in meeting minutes,
* Issues communications to researchers including requests for clarification and requests for continuing review applications that have not been submitted by the expiry date
* Communicates with research participants re: concerns, reports these to REB Chair and documents these communications confidentially
* Maintains current CVs for each of organizations researchers and REB members,
* Receives allegations of non-compliance and refers the incident to the REB Chair, documents incidence,
* Review the SOPs biannually\* and make necessary modifications, and train members of REB re: any changes.

1 N2 SOP 104

2 N2 SOP 204