MEMBER RESPONSIBILITIES – CHAIR - MEDICAL SUBCOMMITTEE

Title
Chair - Medical Subcommittee

Term
At least 3 years

Responsibilities
Maintain necessary communication and correspondence between the Subcommittee and the IRB.

Provide preliminary review for clinical/medical proposals before they go to the Full Board.

Review Adverse Events as necessary and provide comments.

Submit reviews and comments to the IRB Administrative Secretary by predetermined date.

Present Subcommittee comments, advice and recommendations regarding approval, disapproval, deferring or modification of the proposal to the IRB.

Consult with Investigators as needed.

Time Commitments
3 hours per month

Attend Continuing Education

Members are advised to alert the IRB Secretary or IRB Coordinator well in advance, if possible, if they cannot attend an IRB meeting.

Other Requirements
The following financial relationships must be disclosed annually: any equity interests of themselves or an immediate family member over $5,000 to commercial entities that sponsor or conduct research in this institution; significant payments of other types, including honoraria, consultant fees received from commercial entities that sponsor or conduct research in this institution.

A potential for a conflict of interest must be disclosed prior to IRB review of research. Conflicts of interest could include close personal or professional relationship to an Investigator; interest, financial or otherwise, in the outcome of the research.