HRP-326 | 03/01/2024

**WORKSHEET: Performance Evaluation for IRB Chairs**

The purpose of this worksheet is to provide support for the Institutional Official/ Deputy Institutional Official (IO/DIO) or designee when evaluating the performance of the IRB Chair(s) 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]](#footnote-1)

1. **Considerations when evaluating IRB Chairs**

**Objective Criteria** (Check if satisfactory or not applicable. If needed, work with the IRB Chair to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.)

☐ Number of meetings attended and chaired out of total number of meetings

☐ Number of protocols reviewed via Non-Committee Review

☐ Number of protocols reviewed that went to the convened IRB

☐ Number of reviews completed as the primary reviewer

☐ Timeliness of reviews

☐ Completion of required checklists

☐ Completion of educational requirements

☐ Attendance at educational sessions

1. **Consideration when evaluating IRB Chairs**

**Subjective Criteria** (Check if satisfactory or not applicable. If needed, work with the IRB Chair to develop a plan to address any unchecked items per HRP-060 - SOP - Annual Evaluations of the HRPP.)

☐ Leadership of the IRB

☐ Ability to lead meetings

☐ Preparedness for meetings

☐ Knowledge of regulations and identification of areas for improvement

☐ Communication with investigators

☐ Communication with organizational officials

☐ Communication with IRB staff

☐ Ability to work with IRB staff

☐ Ability to help investigators

☐ Issues related to being a general IRB member

1. **Notes**

Click or tap here to enter notes.

1. This document satisfies AAHRPP element I.1.E [↑](#footnote-ref-1)