

**DECATUR MEMORIAL HOSPITAL  
INSTITUTIONAL REVIEW BOARD**

**SUBJECT:** MANAGEMENT OF IRB PERSONNEL

**STANDARD:** PATIENT RIGHTS AND ORGANIZATION ETHICS

**EFFECTIVE:** 05/09

**POLICY:**

The IRB Administrator provides consistency, expertise, and administrative support to the IRB Members, and serves as a daily link between the IRB and the Decatur Memorial Hospital research community. Thus, the IRB Administrator is the most vital component in the effective operation of Decatur Memorial Hospital's human research protection program. Therefore, the highest level of professionalism and integrity on the part of the IRB Administrator is expected.

**Specific Policies**

***Job Description***

The IRB Administrator will have a description of his or her responsibilities.

The Director of Clinical Research is responsible for conducting a performance evaluation on an annual basis.

***Staff Positions***

Staffing levels and function allocation will be determined by Decatur Memorial Hospital policy, the Director of Clinical Research, and budget constraints.

***Hiring and Terminating IRB Administrator***

The HR department at Decatur Memorial Hospital determines the policies for recruiting and hiring staff.

***Documentation***

The HR department at Decatur Memorial Hospital determines the means of identifying, documenting and retaining formal staff interaction (such as performance reviews, termination procedures).

**APPLICABLE TO:**

These policies and procedures apply to the IRB Administrator, and the IRB Co-Chairpersons.

**RESPONSIBILITY:**

The Director of Clinical Research is responsible for establishing personnel requirements and for hiring and evaluating the ongoing performance of the IRB Administrator.

**APPROVED BY:**

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President and CEO