How to Become a TMC IRB Member
TMC CRI creates a master list of potential TMC/WIRB board members nominated by TMC members

Interested candidates submit CVs and Member Information Sheet to TMC CRI

Candidate Interviews

Potential members complete 4 hours of on-site training

Potential members complete and pass Dunn and Chadwick quiz

WIRB notifies TMC CRI and potential members of preliminary acceptance to TMC board

Potential members become active members of the TMC IRB (and other WIRB panels)

Potential members complete guided practice observing and preparing for board meetings

Potential members sign WIRB Member Agreement
What Will Board Member Training Involve?

- All Board members will be required to independently read and complete an exam on Dunn and Chadwick's “Protecting Study Volunteers in Research”

- TMC CRI and WIRB will conduct interactive training and education sessions for the TMC IRB members. The training will focus on:
  - The practical application of the regulations for the protection of human subjects
  - The SOPs for the review of research by panel members of the TMC IRB panel
  - The review of an outline for protocol presenters

Technology Requirements

- Board members will be required to have a computer to access review materials and to log into the meetings.

- Board members will be required to use WIRB’s Sharepoint site to access Board documents and be able to use WebEx to participate in meetings.
  - WIRB will provide documented instructions—as well as mentorship—on the use of these systems and processes
  - Potential Board members will also be required to complete independent study using the documented instructions

- Board members must be able to use Adobe to be able to view packets and Microsoft Word, particularly the “track changes” function for review of consent forms.
  - Potential Board members will be provided a Technology Guide to be used during independent study. WIRB mentors will also be available for assistance.
Board Member Mentorship

- Experienced WIRB Board members will be assigned as mentors to each new TMC IRB member.

- The following items are examples of topics of independent study and mentorship:
  - New Board Member Training Handbook
  - Video “How to Use SharePoint”
  - Technology Guide for Board Members
  - Guided practice observing and preparing for board meetings

- Mentors will instruct mentees on sample drug, device, federally funded, and investigator-initiated reviews, changes in research, and conduct of continuing reviews.

Board Member Competencies

- All Board members will be required to demonstrate the following competencies in order to achieve voting status:
  - Knowledge and ability to apply WIRB’s policies and procedures and utilize the worksheets and checklists required by WCG SOPs; demonstrate understanding of the ethical principles from the Belmont report; recognize regulatory issues within the material for review and have a base knowledge of FDA and OHRP regulations governing human subjects in research; understand when to seek consultation (regulatory, medical or peers); and demonstrate knowledge and effective use of required technology
  - Ability to meet attendance and time management requirements
  - Ability to effectively review pertinent materials prior to Board meetings and prepare problems or questions in advance
  - Actively listen and participate in the meeting discussions
Are You Interested in Joining the TMC IRB?

- If you are interested in becoming a member of the TMC IRB, please submit the following to Morgan Farrar, TMC Business Analyst | MFarrar@tmc.edu | 713-791-8813
  - Recent CV
  - Completed WIRB Member Information Sheet
  - Signed Confidentiality Agreement

FOR QUESTIONS PLEASE CONTACT
Morgan Farrar | MFarrar@tmc.edu | (713) 791-8813