

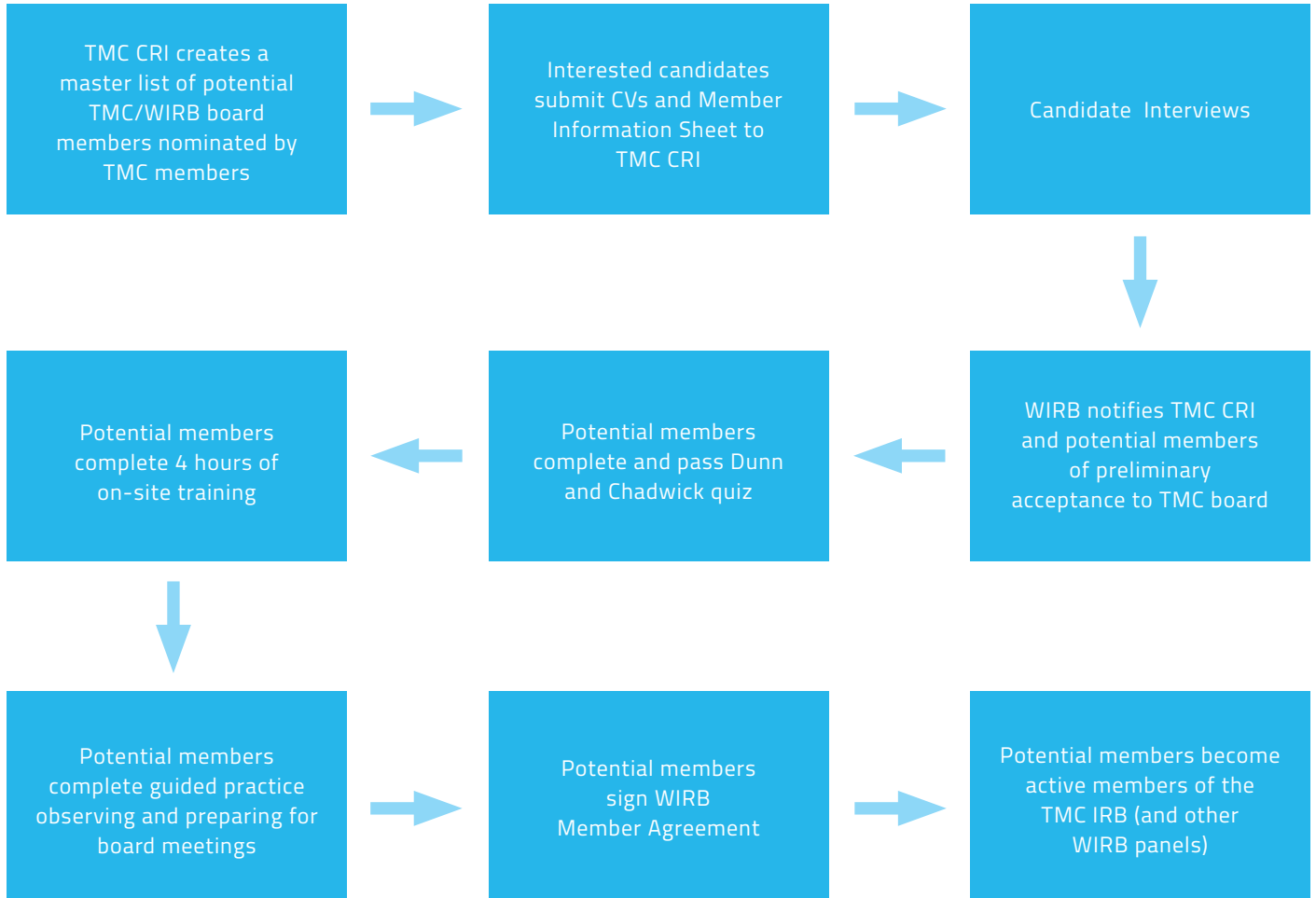
# TMC | IRB

TMC CLINICAL RESEARCH PROGRAM

[How to Become a TMC IRB Member](#)

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TMC CLINICAL RESEARCH PROGRAM





## 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

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**FOR QUESTIONS PLEASE CONTACT**

Morgan Farrar | MFarrar@tmc.edu | (713) 791-8813

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