Institutional Review Board (IRB) Administrator 201

Location TBD

Date

Name, Designation
Title
Institution

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The Administrator 201 course describes a framework for analyzing challenges administrators and chairs face in ongoing IRB operations. This one-and-a-half day course will provide knowledge to address issues, strategies an IRB/REC administrator and chair can implement, and skills needed to be successful in carrying out responsibilities related to IRB/REC oversight. IRB Administrator 201 serves as an intermediate level course complementing the introductory IRB Administrator 101 course.

A portion of the program will utilize peer review with the goal of improving local documentation. Attendees are asked to bring hard copies (2) of the following:
1. Your institution's standard operating procedure (SOP) for **expedited review;**
2. The first page of IRB minutes and redacted review for two studies **(approximately 3 pages).**

Date	
11:30 AM	*Registration*
12:30-1:30 PM	**Welcome and Introduction: Analyzing Framework**
1:30-2:30 PM	**Asking the Right Questions to Assist in Addressing Issues Such as: What Needs IRB Review? When is Informed Consent Required?**
2:30-2:45 PM	*Break*
2:45-4:00 PM	**Analyzing Framework Continued**
4:00 PM	*Adjournment*

Date	
8:30-10:30 AM	**Single/Central IRB Review: Knowledge, Issues, Strategies, Skills**
10:30-10:45 AM	*Break*
10:45-11:45 PM	**IRB Documentation: Standard Operating Procedures**
11:45-12:45 PM	*Lunch*
12:45-1:45 PM	**IRB Documentation: Minutes**
1:45-3:00 PM	**Case Studies**
3:00-3:15 PM	*Break*
3:15-4:30 PM	**What's New?** **Questions and Answers**
4:30 PM	*Adjournment*

Agenda is subject to change.