

IRB Administrator 101

Chicago, IL

October 17-18, 2018

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IRB Administrator 101 is a 1.5-day program, specifically geared toward new administrators, those in need of a “refresher” course, and anyone interested in learning more about IRB operations. The curriculum for **IRB Administrator 101** includes the identification of the key components of human research protection programs (HRPPs), an examination of the primary responsibilities of administrators, and a review of strategies and policies for developing and/or strengthening an institution’s HRPP.

A portion of the program will utilize peer review with the goal of improving local documentation. Attendees are asked to bring a hard copy of the following:

1. The first page of IRB minutes and redacted review for two studies (**approximately 3 pages**).

October 17, 2018

7:30-8:30 AM	<i>On-site Check-in (breakfast on your own)</i>
8:30-10:15 AM	Welcome and Introduction
	Overview: Components of a HRPP
	IRB Administrator Responsibility 1: Advising
10:15-10:30 AM	<i>Break</i>
10:30 AM-12:30 PM	IRB Administrator Responsibility 2: Managing Protocol Review
12:30-1:30 PM	<i>Lunch (provided)</i>
1:30-3:00 PM	IRB Administrator Responsibility 3: Education
	IRB Administrator Responsibility 4: Reporting

Agenda is subject to change.

Agenda continues on the next page.

3:00-3:15 PM

Break

3:15-4:00 PM

IRB Administrator Responsibility 5: Developing HRPP/IRB Policies and Procedures

4:00 PM

Adjournment

October 18, 2018

***Note: Lunch on October 18 (11:30 AM-12:30 PM is only for those taking both workshops.**

8:00-9:30 AM

IRB Administrator Responsibility 6: Handling Allegations, Complaints, and Noncompliance

IRB Administrator Responsibility 7: sIRB Reliance/Multi-Site Research/ Cooperative Research

9:30-9:45 AM

Break

9:45-11:00 AM

IRB Administrator Responsibility 8: Recordkeeping and Minutes

11:00-11:15 AM

Developing a Philosophy of Research Administration

11:15-11:30 AM

Questions and Answers

11:30 AM

Adjournment