



Institutional Review Board (IRB) Administrator 101

The Drake Hotel • Chicago, IL
May 5, 2010: 8:30 AM-4:00 PM
May 6, 2010: 8:30 AM-12:30 PM

FACULTY	Elizabeth Bankert, MA	Ada Sue Selwitz, MA
	Assistant Provost Dartmouth College	Director, Office of Regulatory Integrity Adjunct Associate Professor, Behavioral Sciences College of Medicine, University of Kentucky

IRB Administrator 101 is a one and a half day program, specifically geared toward both new administrators and those in need of a “refresher” course. The curriculum for *IRB Administrator 101* includes the identification of the key components of human research protections programs, an examination of the primary responsibilities of administrators; and a review of strategies and policies for developing and/or strengthening your institution’s human research protections program.

*Wednesday, May 5, 2010**

7:00 AM	Registration
7:00-8:30 AM	Continental Breakfast
8:30-10:05 AM	Overview: Components of a Human Research Protection Program <i>Ada Sue Selwitz, MA</i>
	IRB Administrator Responsibility 1: Advising <i>Ada Sue Selwitz, MA</i>
10:05-10:20 AM	<i>Break</i>
10:20-12:30 AM	IRB Administrator Responsibility 2: Managing Protocol Review <i>Elizabeth Bankert, MA</i>
	IRB Administrator Responsibility 3: Education <i>Ada Sue Selwitz, MA</i>
12:30-1:30 PM	<i>Boxed Lunch</i>
1:30-3:00 PM	IRB Administrator Responsibility 4: Recordkeeping <i>Elizabeth Bankert, MA</i>
	IRB Administrator Responsibility 5: Reporting <i>Ada Sue Selwitz, MA</i>
3:00-3:15 PM	<i>Break</i>
3:15-4:00 PM	IRB Administrator Responsibility 6: Developing Policy and Procedures <i>Elizabeth Bankert, MA</i>
4:00 PM	<i>Adjournment</i>

Agenda

Thursday, May 6, 2010*

7:30-8:30 AM	Continental Breakfast
8:30-10:05 AM	IRB Administrator Responsibility 7: Handling Allegations, Complaints, and Noncompliance <i>Elizabeth Bankert, MA</i>
	IRB Administrator Responsibility 8: Off-Site Research <i>Ada Sue Selwitz, MA</i>
10:05-10:20 AM	<i>Break</i>
10:20 AM-12:30 PM	IRB Administrator Responsibility 9: Quality Assurance / Improvement Activities <i>Elizabeth Bankert, MA</i>
	IRB Administrator Responsibility 10: Management of Staffing and Infrastructure <i>Elizabeth Bankert, MA</i>
	Reflecting on a Philosophy of Research Administration <i>Elizabeth Bankert, MA; Ada Sue Selwitz, MA</i>
	Questions and Answers
12:30 PM	<i>Adjournment</i>

** Please note that the agenda is subject to change.*