

PRIM&R

PUBLIC RESPONSIBILITY IN
MEDICINE AND RESEARCH

Institutional Review Board (IRB) Administrator 101

The Hyatt Regency • Cambridge, MA

September 22: 8:30 AM-4:00 PM

September 23: 8:30 AM-12:15 PM

FACULTY

Elizabeth Bankert, MA

Assistant Provost
Dartmouth College

Susan Kornetsky, MPH, CIP

Director, Clinical Research Compliance
Children's Hospital Boston

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.

*Tuesday, September 22, 2009**

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

*Wednesday, September 23, 2009**

<i>7:30-8:30 AM</i>	Continental Breakfast
<i>8:30-10:05 AM</i>	IRB Administrator Responsibility 7: Allegations and Non-Compliance IRB Administrator Responsibility 8: Off-Site Research
<i>10:05-10:20 AM</i>	<i>Break</i>



10:20 AM-12:15 PM IRB Administrator Responsibility 9: Quality Assurance/Improvement Activities
IRB Administrator Responsibility 10: Management of Staffing and Infrastructure
Reflecting on a Philosophy of Research Administration
Questions and Answers

12:15 PM Adjournment

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

