

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.

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3:00-3:15 PM	<i>Break</i>
3:15-4:00 PM	IRB Administrator Responsibility 5: Developing HRPP/IRB Policies and Procedures
4:00 PM	<i>Adjournment</i>

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	<i>Break</i>
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	<i>Adjournment</i>

IRB Administrator 201

Chicago, IL

October 18-19, 2018

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IRB Administrator 201 is a 1.5 day program that describes a framework for analyzing challenges administrators and chairs face in ongoing IRB operations. This 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 a hard copy of the following:

- Your institution's standard operating procedure (SOP) for **expedited review**

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

October 18, 2018

11:30 AM	<i>On-site Check-in</i>
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	<i>Break</i>
2:45-4:00 PM	Analyzing Framework Continued
4:00 PM	<i>Adjournment</i>

Agenda is subject to change.

Agenda continues on the next page.

October 19, 2018

8:30-9:00 AM	Skills you need to Implement the Framework What is QI for Human Research Protection?
9:00-9:30 AM	Hiring-Managing Budget and Resources for an IRB Office
9:30-10:30 AM	Policy and Procedure Exercise
10:30-10:45 AM	<i>Break</i>
10:45-12:00 PM	Implementing the revised Common Rule
12:00-1:00 PM	<i>Lunch</i>
1:00-2:30 PM	Single/Central IRB Review: Knowledge, Issues, Strategies, and Skills
2:30-2:45 PM	<i>Break</i>
2:45-3:45 PM	Case Studies: When Regulations Collide
3:45-4:30 PM	Questions and Answers
4:30 PM	<i>Adjournment</i>

Agenda is subject to change.