

IRB Administrator 101

Orlando, FL

September 9-10, 2019

IRB Administrator 101 is a one-and-a-half -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:

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

AGENDA September 9, 2019

7:30-8:30 AM	<i>On-site Check-in (continental breakfast provided)</i>
8:30-10:15 AM	Welcome and Introduction
	Overview: Components of an 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
3:00-3:15 PM	<i>Break</i>

Agenda is subject to change.

Agenda continues on the next page.

3:15-4:00 PM **IRB Administrator Responsibility 5: Developing HRPP/IRB Policies and Procedures**

4:00 PM *Adjournment*

AGENDA

September 10, 2019

***Note: Lunch on September 10 (11:30 AM-12:30 PM) is only for those taking both workshops.**

7:30-8:00 AM *On-site Check-in (continental breakfast provided)*

8:00-9:30 AM **IRB Administrator Responsibility 6: Handling Allegations, Complaints, and Noncompliance**

IRB Administrator Responsibility 7: Single IRB 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*

IRB Administrator 201

Orlando, FL

September 10-11, 2019

IRB Administrator 201 is a one-and-a-half 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 administrator and chair can implement, and skills needed to be successful in carrying out responsibilities related to IRB 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 September 10 (11:30 AM-12:30 PM) is only for those taking both workshops.**

AGENDA **September 10, 2019**

11:30 AM-12:30 PM	<i>On-site Check-in (continental breakfast provided)</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.

AGENDA
September 11, 2019

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	Challenges with Implementing the Revised Common Rule
12:00-1:00 PM	<i>Lunch (provided)</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.