

IRB Chairs Boot Camp: Tools for Successful IRB Leadership

Manchester Grand Hyatt San Diego

November 14, 2018

This program will provide current and future IRB chairs an opportunity to gain new insight, exchange ideas, share best practices, and discuss strategies for becoming a successful IRB chair. The course will include assessment of one's leadership and management styles, as well as a case-based review of lessons learned beyond knowledge of the regulations. Attendees will learn about the skills, additional education, and resources that can help them excel in their role as chair while managing an efficient and effective IRB. This course will be a highly interactive workshop that will seek to integrate speaker and participant experiences and concerns.

AGENDA

7:30–8:30 AM	<i>On-Site Check-In (breakfast on your own)</i>
8:30–8:45 AM	Welcome and Introduction
8:45–10:15 AM	<p>Methods and Challenges When Running the IRB meeting Topics slated for discussion include:</p> <ul style="list-style-type: none"> ▪ Member interactions ▪ Running a meeting smoothly ▪ Conflict of opinions ▪ Leadership and meeting styles ▪ Getting members to participate actively
10:15–10:30 AM	<i>Break</i>
10:30 AM–12:30 PM	<p>Beyond the Meeting: IRB Chair Roles and Challenges Topics slated for discussion include:</p> <ul style="list-style-type: none"> ▪ 360 evaluation of HRPP process and IRB chair leadership ▪ Best practices for pre-review and preparation for an IRB meeting ▪ Regulatory expertise required of the chair or designee ▪ Resolving disputed issues between IRB and researchers ▪ Selecting and training chairs, members, and staff ▪ Engaging community members ▪ IRB chair's role within IRB, as well their role when assessing risk for SBE and FDA-regulated research ▪ Checking the boxes on the FWA
12:30–1:30 PM	<i>Lunch (provided)</i>
1:30–2:45 PM	<p>Beyond the Meeting: IRB Chair Roles and Challenges (Cont.) Topics slated for discussion include:</p> <ul style="list-style-type: none"> ▪ Inviting the PIs to the IRB meetings ▪ Recognizing service by members and staff ▪ Communicating with RIO, legal counsel, risk management, sponsored programs, and others ▪ Innovations made in and lessons learned from the field

Please note, this agenda is subject to change

2:45–3:00 PM

Break

3:00–4:30 PM

What Would You Do?

Participants will be given challenging case examples and will work within small groups to come to a resolution. Ideas, conclusions, and the decision-making process will then be discussed among the larger group.

Questions, Answers, and Discussion

4:30 PM

Adjournment