



Title:	Staff Structure
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Responsible Office:	Institutional Review Office (IRO)
Responsible Official:	Meghan Scott, IRO Director
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	<i>Signature/date</i>

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3.06	08-01-2014
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POLICY STATEMENT

It is the policy of the Fred Hutchinson Cancer Research Center (Fred Hutch) Institutional Review Office (IRO) to follow the selection and evaluation process to ensure that all the staff coordinating human subjects review activities have the skills, knowledge, and abilities to provide the appropriate level of support for their position.

DEFINITIONS

See *IRB Glossary of Terms and Acronyms* (050) for full definitions of the following:

IRO Staff

PRINCIPLES/OVERVIEW

The IRO staff members involved in the coordination of the review and approval processes used by the IRB committees must have a level of professionalism and competence to adequately conduct their job, as defined in their respective job descriptions.

INDIVIDUALS AFFECTED BY THIS POLICY

The contents of this policy apply to IRO staff, Institutional Review Board (IRB) members, employees of Fred Hutch and investigators from other institutions who submit research studies to the Fred Hutch IRB for review and approval.

PROCEDURES

1. Job Descriptions and Selection Process

Each position held in the IRO has a formal description of its duties and responsibilities and qualifications to obtain the position. See individual job descriptions.

The IRO Director and IRO Assistant Director are responsible for the selection and hiring of staff, with input from the IRB Committee Chairs, or other administrative staff, as required.

2. Training of IRO Staff

For more specific details on staff training, see *IRB Policy 2.20 Training (038)*.

3. Staff Structure

Each staff has a back-up individual responsible for their assigned activities in their absence.

There are four (4) IRB Committees supported by four (4) IRB analysts.

There are three (3) IRB Administrative Assistants II (AAIL) and one (1) IRO Administrative Coordinator II, supporting the IRB analysts. The IRB AAILs and IRO Administrative Coordinator II are responsible for most of the processing of IRB documents as well as the set-up and breakdown of the IRB meeting technology requirements.

For the overall organization of the IRO, see the *IRO Organizational Chart (0275)*.

4. Evaluation Process

The performance of the IRO staff is reviewed at least annually in accordance with Fred Hutch performance review process administered through the Fred Hutch Human Resources Department.

SUPPORTING DOCUMENTS

IRB Policy 2.20 Training (038)

IRB Glossary of Terms and Acronyms (050)

IRO Organizational Chart (0275)

REFERENCES

OHRP Compliance Activities: Common Findings and Guidance #52, #53