

**IRB MEMBER
SELF-EVALUATIONS 2017**


SELF EVALUATION




- The primary goal of the self-evaluation is to have members provide an honest assessment of their knowledge and comfort with the purpose and functions of the IRB.
- The secondary goal is to understand members needs to make improvements to the review process.

MEMBER EVALUATION BY IRB

The Director, Associate Director, IRB Chairs, and Administrative Staff will come together to discuss:

- Composition of the Board as a whole
 - Strengths and weaknesses of the board members individually and as a whole
 - Attendance of individual members
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COMMUNICATING EVALUATION RESULTS

- Members will be informed of the results of the evaluation process (this will occur at the August IRB Member Training at the convened meeting).
 - Based on the information from the self-evaluation and the IRB staff evaluation, individual members or IRBs may be provided additional guidance or further education.
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UPDATES TO CHAIR/MEMBER EVALUATION PROCESS



- Evaluation forms will now be completed electronically via **SurveyMonkey:**
- There is now a new version of the evaluation targeted for new IRB members [members who have joined within the past year]
- Three survey versions include: [ONLY COMPLETE ONE!]
 - IRB New Member Evaluation [for members who joined in the past year]
 - IRB Existing Member Evaluation [for members who have served for at least a year]
 - IRB Chair Evaluation

IRB MEMBER EVALUATION TIMELINE

June

Send out self-evaluation:

- By June 5th– IRB Members and Chairs will be sent a link to the online IRB Member/Chair evaluation.

- Evaluation reminders will be sent out with the June agenda emails.

- If your evaluation is not complete by the time of your May meeting, we will offer for you to fill it out at the meeting.

*Absolute Deadline: Monday June 30, 2017

July

Process Results

- IRB Staff to compile results from evaluations.

- IRB Chairs will meet to discuss the results

August

Feedback

- Results from the evaluations will be presented to the members at the August IRB meeting.

August FEEDBACK SESSION

- At the August IRB Meeting, we will provide a report/feedback for the IRB Members to discuss the issues brought up during the evaluations.
- Procedural and process changes planned in response to the evaluations will be reviewed

