



Section 200	SLC-REB Organization
Title	Composition of SLC-REB
SOP Code	203.001
Effective Date	January 31, 2018

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0 PURPOSE

This standard operating procedure (SOP) describes the membership composition requirements of the SLC-REB.

2.0 SCOPE

This SOP pertains to the SLC-REB and establishes its authority and jurisdiction to review human participant research conducted under the auspices of St. Lawrence College and ensure compliance with applicable regulations and guidelines. The scope of SLC-REB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants".

3.0 RESPONSIBILITIES

The Research Services Office is responsible for ensuring that the requirements of this SOP are met.

The Research Services Officer and the SLC-REB Chair or designee are responsible for ensuring that the composition of the SLC-REB complies with the TCPS2 (2014).



4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

Individual members of the SLC-REB must be qualified through training, experience and expertise to ascertain the acceptability of proposed research in terms of ethical principles, and applicable regulations, guidelines and standards pertaining to human participant protection.

To promote complete and adequate review of the type of research commonly reviewed by the SLC-REB, the SLC-REB must include appropriate diversity; therefore, selection of members must include a consideration of professional expertise (including both scientific and non-scientific) to assess the research submitted for review. Important considerations are also race, sex, cultural backgrounds, clinical and research experience, organizational affiliation, and sensitivity to such issues as broad representation from organizations served by the SLC-REB.

5.1 Selection of SLC-REB Members

- 5.1.1 The Senior Vice-President, Academic, in consultation with the Director, Innovation and Business Engagement, shall appoint SLC-REB members;
- 5.1.2 In selection of SLC-REB members, equal consideration shall be given to qualified persons regardless of gender;
- 5.1.3 The Research Services Office will make every effort to include cultural and ethnic minorities to represent the population from which research participants are recruited, within the scope of available expertise needed to conduct its functions;
- 5.1.4 The SLC-REB membership will not consist entirely of members of one discipline;



5.1.5 SLC-REB members will be selected based on the needs of the SLC-REB as outlined below and per applicable regulations, guidelines, and standards.

5.2 Composition of the SLC-REB

5.2.1 The membership of the SLC-REB will be in compliance with the latest version of the *Tri-Council Policy Statement; Ethical Conduct for Research Involving Humans*;

5.2.2 The Research Services Officer and SLC-REB Chair or designee monitors the SLC-REB membership composition for appropriate membership in relation to the nature and volume of research submissions;

5.2.3 The SLC-REB will include at least five members represented by the following categories:

- At least two members who have expertise in relevant research disciplines, field and methodologies covered by the SLC-REB (for biomedical clinical trials, this will include at least one member who practices medicine or dentistry and who is in good standing with their regulatory body),
- At least one member who is primarily experienced in non-scientific disciplines
- At least one member who is knowledgeable in ethics,
- At least one member who is knowledgeable in the relevant law. This is mandatory for biomedical research and is advisable, but not mandatory, for other areas of research, and
- At least one community member who has no affiliation with St. Lawrence College or the sponsor, and who is not part of the immediate family of a person who is affiliated with St. Lawrence College;



- 5.2.4 A member may not fulfill more than two representative capacities or disciplines; SLC-REB membership will collectively have the qualifications and experience to review and evaluate the science, medical aspects and ethics of the proposed research;
- 5.2.6 Additional membership as required by applicable legislation or guidelines.

5.3 Substitute Members

- 5.3.1 The Senior Vice-President, Academic, in consultation with the Director, Innovations and Business Engagement, or SLC-REB Chair or designee may appoint a substitute SLC-REB member so that the SLC-REB can continue to function when regular members are unable to attend due to illness or other unforeseen eventualities;
- 5.3.2 Substitute members should have the appropriate knowledge, expertise and training to contribute to the research ethics review process;
- 5.3.3 The minutes shall document when a substitute member replaces a primary SLC-REB member.

5.4 SLC-REB Chair

- 5.4.1 The Senior Vice-President, Academic, in consultation with the Director, Innovation and Business Engagement, shall appoint the SLC-REB Chair;
- 5.4.2 Whenever possible and practicable, the SLC-REB Chair will be selected from experienced SLC-REB members who have expressed interest in becoming the SLC-REB Chair and who are familiar with the applicable regulations and guidance documents;
- 5.4.3 The Research Services Office personnel updates the SLC-REB membership roster to reflect this change.



5.5 Ad Hoc Advisors

- 5.5.1 The SLC-REB Chair or designee may invite individuals with expertise and competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the SLC-REB;
- 5.5.2 The ad hoc advisor may be asked to participate in the SLC-REB meeting to lend their expertise to the discussions;
- 5.5.3 All ad hoc advisors shall sign a *Confidentiality of Information and Conflict of Interest Agreement*;
- 5.5.4 The ad hoc advisor may not contribute directly to the SLC-REB's decision and their presence or absence shall not be used in establishing a quorum;
- 5.5.5 Documentation of key information provided by the ad hoc advisor shall be summarized in the SLC-REB minutes and if available, the written report shall be placed in the SLC-REB files.

5.6 Observers at SLC-REB Meetings

- 5.6.1 The SLC-REB Chair or designee may allow observers to attend SLC-REB meetings;
- 5.6.2 Observers will sign a *Confidentiality of Information and Conflict of Interest Agreement* agreeing to abide by the SLC-REB conflict of interest and confidentiality policies;
- 5.6.3 Where the SLC-REB finds that an observer qualifies as an expert in relation to the research under consideration, the observer may be allowed to contribute input if it is relevant and significant to the discussion;
- 5.6.4 Observers shall not participate when the SLC-REB discusses its decision, reaches consensus or votes on the application;
- 5.6.5 The minutes will reflect the presence of any observers as well as their expertise and contributions, when applicable.

6.0 REFERENCES

Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans; Tri-Agency Framework: Responsible Conduct of Research; SLC-Policy: Ethical Conduct of Research Involving Humans; SLC-Policy: Research Integrity.

7.0 REVISION HISTORY

SOP Title	Version	Updates
Composition of SLC-REB	v.203.001 January 31, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.