1 PURPOSE
1.1 This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
1.2 The process begins when the IRB chair instructs IRB staff to designate an Experienced IRB Member to conduct Non-Committee Reviews.
1.3 The process ends when the IRB member has been noted in the IRB roster to conduct Non-Committee Reviews.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 IRB rosters are maintained in iRIS

4 RESPONSIBILITIES
4.1 IRB staff members carry out these procedures.

5 PROCEDURE
5.1 Obtain from the IRB chair the name of the IRB member designated to conduct Non-Committee Reviews.
5.2 Ensure that the IRB member has one year of experience. The experience can be on an IRB of another organization. If not, inform the IRB chair that the member cannot be designated as a reviewer.
5.3 Modify the “IRB Roster” to indicate that the IRB member has been designated to conduct reviews using the expedited procedure.

6 MATERIALS
6.1 IRB Roster

7 REFERENCES
7.1 21 CFR §56.110(b).
7.2 45 CFR §46.110(b).