

To: All Staff

From: TBRHSC Research Ethics & Authorization Office

Date: 24-Oct-2022

RE: Recruitment of Research Ethics Board Member for the TBRHSC REB

Recruitment of Research Ethics Board Members for Thunder Bay Regional Health Sciences Centre

TBRHSC is currently recruiting a volunteer to join the TBRHSC REB in the capacity of an alternate member who is knowledgeable in laws related to biomedical research. As a member of the REB, the successful candidate will participate in the ethical review of proposed research projects at TBRHSC.

Ideal candidates will have the knowledge, training and experience to identify legal issues related to research protocols and their implications, especially those related to health and privacy law.

Below is a summary of time commitments for REB members. Although the alternate member is welcome to attend all REB meetings and may be asked to participate as a primary reviewer on specific studies, their **primary responsibility is to provide coverage when the regular REB member knowledgeable in laws relevant to biomedical research** is not available to perform reviews or attend meetings.

Time Commitments			
Responsibility	Details	Time Commitment	Frequency
Attend monthly board meetings	- Meetings are held 12:00pm to 2:00pm (depending on the number of submissions received) - Meeting Agenda is sent out one week prior to the scheduled meeting	Up to 2 hours	4th Monday of every month (Jan-Jun, Sep-Dec)
Review studies selected for full board review in advance of the board meeting	- On average, 2 studies reviewed by the REB per month - The most appropriate REB member is assigned as the primary reviewer - Primary reviewer: completes a primary reviewer form and briefly presents at the meeting - Any member not assigned as a primary reviewer: contributes to the	As primary reviewer: Up to 1 hour per study	Monthly (Jan-Jun, Sep-Dec)
		As non-primary reviewer: Up to 30 min per study	Monthly (Jan-Jun, Sep-Dec)

	initial review and discussions at the meeting		
Review studies selected for delegated review throughout the month if selected.	■ On average, 7 studies reviewed by the REB per month ■ If selected as a reviewer, material may be received throughout the month. ■ All board members are expected to be readily accessible and provide responses within 5 business days	Up to 1 hour per study	Monthly (Jan-Dec)
Complete REB member orientation	■ REB Member Orientation Session	Up to 1 hour	Once
	■ ICH GCP CITI training and TCPS2	Up to 4 hours unless training already complete	Once

For more information on the TBRHSC REB please visit our website:

<https://tbrhsc.net/research/research-ethics-board>

If you are interested in more information about this opportunity, please e-mail your cover letter and resume to Carol Pelletier, Research Ethics Officer at TBRHSC.REO@tbh.net by **November 7th, 2022.**

Selected applicants will be contacted for an interview, with the final decision being made by the Chair of the Thunder Bay Regional Health Sciences Centre Board of Directors.

Thank you,

TBRHSC Research Ethics & Authorization Office