

To: All Staff

From: TBRHSC Research Ethics & Authorization Office

Date: 5-Jan-2024

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 volunteers to serve on the Research Ethics Board (REB). We are looking for 2 new **Indigenous community members** (1 core voting member and 1 alternate member) not affiliated with Thunder Bay Regional Health Sciences Centre. As members of the REB, the successful candidates will participate in the ethical review of proposed research projects at TBRHSC.

Ideal candidates would be able to provide input regarding their knowledge about the Indigenous community of Thunder Bay and region and discuss issues and research from this perspective. Knowledge of research and/or research ethics is an asset.

Below is a summary of time commitments for REB members. Although the alternate member will be welcome to attend all REB meetings and may be asked to participate as a primary reviewer on specific studies, their primary responsibility will be to provide coverage when the core REB Indigenous Community Member is not able to perform reviews or attend meetings.

Time Commitments (3 year term)			
Responsibility	Details	Time Commitment	Frequency
Attend monthly board meetings	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ On average, 2 studies reviewed by the REB per month ■ The most appropriate REB member is assigned as the primary reviewer 	As primary reviewer: Up to 1 hour per study	Monthly (Jan-Jun, Sep-Dec)

advance of the board meeting	<ul style="list-style-type: none"> ■ Primary reviewer: completes a primary reviewer form and briefly presents at the meeting ■ Any member not assigned as a primary reviewer: contributes to the initial review and discussions at the meeting 	As non-primary reviewer: Up to 30 min per study	Monthly (Jan-Jun, Sep-Dec)
Review studies selected for delegated review throughout the month if selected.	<ul style="list-style-type: none"> ■ On average, 5 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 **January 22, 2024.**

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