



## Guests at IRB Meetings

### 1. SCOPE

- 1.1. System-Wide

### 2. DEFINITIONS & EXPLANATIONS OF TERMS

- 2.1 None

### 3. RESOURCE GUIDE BODY

This document sets forth the guidelines of the Marshfield Clinic Research Foundation (MCRF) Institutional Review Board (IRB) for attendance of non-members at IRB meetings. At any given IRB meeting, various observers may be present. IRB members agree that allowing students to observe IRB meetings is important in our teaching institution. They also concur on the appropriateness of visiting colleagues attending as guests when there is a purpose, such as for consultation or comparing IRB practices. Potential IRB members will also be allowed to attend, as observing one or more meetings is often the best way for people to decide if the IRB is a committee that they want to join. Office of Research Integrity & Protections (ORIP) staff members are to attend IRB meetings on an as-needed basis to support the work of the committee. The guidelines apply to MCRF non-ORIP staff, students, investigators, and others.

- 3.1. Guest attendance will be managed by the IRB Administrator. The following individuals may attend one or more IRB meetings, after approval by the IRB Administrator:
  - a. Students;
  - b. Visiting colleagues with a valid purpose for attending;
  - c. Potential IRB members;
  - d. MCRF staff in the orientation phase of their employment;
  - e. Researchers or MCRF staff needed to provide information about a study; and
- 3.2. The following individuals may attend regularly or occasionally as guests without prior approval. They may request an agenda packet and/or have access to view materials via the online IRB agenda.
  - Legal Services
  - Research Compliance Officer
  - Marshfield Clinic Chief Executive Officer (CEO)
  - MCRF Director and/or Associate Director
- 3.3. Expert consultants needed to evaluate the approvability of a project. Those attending the entire meeting, rather than attending to address one item, will sign a confidentiality agreement.
- 3.4. Principal Investigators (PI's) and co-investigators will be called into the IRB meeting if needed to provide information about a study being reviewed. He or she will come

to the meeting only for that purpose, and will leave before the final discussion and vote on the study.

- 3.5. MCRF staff may attend an IRB meeting within the first months of their employment. This is to familiarize them with the IRB process. They will not receive an agenda packet.
- 3.6. Any guest at an IRB meeting may be asked to leave at any time, at the discretion of the IRB Chair or IRB Administrator.

**4. ADDITIONAL RESOURCES**

None

**5. DOCUMENT HISTORY**

Version No.	Revision Description
1.0	New Document in Document Control system transferred from Policy & Handbook Library – 956.3. (no changes made)
2.0	
3.0	

**6. DOCUMENT PROPERTIES**

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