

SOP: GA 103 Version No: 05 Effective Date: 12/1/10	MANAGEMENT OF RSPP PERSONNEL	Supersedes Document Dated: 7/1/08
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1. POLICY

Steering Committee approved 2/2511

RSPP staff provides consistency, expertise, and administrative support to the IRBs, and serve as a daily link between the IRB and the research community. Thus, the RSPP staff that supports the Aurora IRB is a vital component in effective human subject protection. Therefore, the highest level of professionalism and integrity on the part of RSPP staff is sought and expected.

Specific Policies

Terms used in this policy, but not defined herein shall have the meanings set forth in the Glossary.

1.1. Job Descriptions and Performance Evaluations

Members of the RSPP staff have a description of the responsibilities expected of their positions. The performance of RSPP staff is reviewed according to current Aurora Health Care Human Resource policies.

1.2. Staff Positions

Staffing levels and function allocation are determined in a manner that assures sufficient resources for protecting research participants, according to Aurora Health Care Human Resource policies, management assessment of support requirements, and budget constraints.

1.3. Recruiting, Hiring and Terminating RSPP Staff

Aurora Health Care Human Resources Department determines the policies for recruiting, hiring and terminating RSPP staff.

1.4. Delegation of Authority or Responsibility

Delegation of specific functions, authorities, or responsibilities by the IRB Chair to a RSPP staff member can be found in Policy GA 105.

1.5. Undue Influence

Per the general standards of Aurora's Code of Ethical Conduct, Aurora employees are expected to promptly report any unethical activities. This would include any attempt by others to unduly influence the review of a research study performed by any member of the Aurora RSPP. If such influence should be attempted, an Aurora RSPP staff member may contact any one of the following individuals: RSPP Manager, IRB Chair, and Institutional Official, or follow Aurora's Code of Ethical conduct and report per Aurora's policy.. Either the RSPP Manager, if appropriate in consultation with the Institutional Official and/or IRB Chair, will investigate the situation.

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1.6. Documentation

The Aurora Health Care Human Resources Department policies determine the means of, documenting and retaining documentation of formal employment actions (such as performance reviews, and termination procedures).

2. SCOPE

These policies and procedures apply to all RSPP staff.

3. APPLICABLE REGULATIONS, GUIDELINES AND STANDARDS

AAHRPP Standard I-2

4. REFERENCES TO OTHER APPLICABLE SOPS

This SOP may be affected by policies and procedures of the Aurora Health Care Human Resources Department.