

Washington State Institutional Review Board

BOARD MEMBER RESPONSIBILITIES

Members of the Washington State Institutional Review Board (WSIRB) are expected to contribute time necessary to complete Board business. The WSIRB meets in-person ten times per year on the third Thursday of the month; July and December meetings may be by teleconference. All Board members are expected to read all materials on the agenda that require full committee review. Members should expect to spend approximately 2 to 6 hours reviewing proposals, continuation approval requests, study amendment requests and other study actions prior to a Board meeting. Board meetings generally last between two to three hours.

Agenda items that were reviewed and approved under expedited review authority are listed on the agenda for Board members' information. Any Board member may ask to review these items or request full committee review of decisions made under expedited review authority.

Washington State agency employees appointed to the Board are authorized by the Secretary or Director of their agency to set aside time from their regular duties for preparation, meeting attendance, and other Board business, and may receive mileage reimbursement from their own organizational units. Members who are not employees of a state agency will be appointed as official volunteers with DSHS. Volunteer status provides members with the services of the Office of the Attorney General in the event that legal representation is required as a result of participation in WSIRB business.

To accommodate Board members who live throughout the State, meetings are generally held at the Rhodes Center in downtown Tacoma. Directions to the meeting venue and parking passes are included in the Board materials sent to WSIRB members prior to each meeting.

BOARD MEMBER TRAINING REQUIREMENTS

Under the *Washington State Agency Policy on Protection of Human Research Subjects*, members of the Washington State Institutional Review Board are required to complete education and training in the protection of human research subjects. WSIRB members must complete the education and training requirement prior to serving as a voting member of the Board. Continuing education in human subject protections is required every three years.

We recommend that Board members fulfill the training requirements through completion of the web-based human subject protections training provided by CITI. This training program takes approximately 4 to 5 hours to complete, and can be completed over multiple sessions.

To register for CITI, Board members should:

1. Register at CITI (www.citiprogram.org/default.asp), under “Washington State Government Agencies”
2. Review the Institutional Instructions
3. Submit completion report through CITI

When the HRRS Compliance and Training Coordinator has been notified of successful training completion, the Board member’s name will be posted on the Washington State Agency List of Training Participants.

To fulfill the continuing education training requirement, we recommend the web-based human subjects protection REFRESHER training provided by CITI. Follow the registration instructions above.

The training link listed above may be accessed through the HRRS section web site: <https://www.dshs.wa.gov/sesa/research-and-data-analysis/human-research-review-section>.

For questions about completing training requirements, please contact the HRRS Compliance and Training Coordinator at 360.902.8075 or wsirb@dshs.wa.gov.