

**SAMPLE MEMBER COPY: New IRB Member Training****New Member:**

Name

Department/Affiliation

IRB #; Physician Scientist, etc

- Orientation Session** [Date: XX/XX/XXXX]
- UK IRB Member Orientation module:** details nine IRB Member responsibilities. Please complete the module and review questions. Notify Pam Stafford ([pastaf3@uky.edu](mailto:pastaf3@uky.edu)) or Belinda Smith ([belinda.smith@uky.edu](mailto:belinda.smith@uky.edu)) via email when you have completed the assignment. You do not need to submit the completed exam to ORI.
- New IRB member mentor:** New IRB members have a mentor (i.e., experienced member) assigned to them who is available to answer questions and provide advice/guidance in terms of reviewing protocols, IRB policies, procedures, and federal, state, and university regulations.  
Name of your mentor: \_\_\_\_\_  
His/her contact information: \_\_\_\_\_

 **IRB Member Course completed via CITI: (indicate applicable module)**

- What Every New IRB Member Needs to Know* [Date: \_\_\_ / \_\_\_ / \_\_\_\_]
- IRB Community Member Training* [Date: \_\_\_ / \_\_\_ / \_\_\_\_]

**Please notify Jen Hill via email once completed and contact her if you have questions:** [jen.hill@uky.edu](mailto:jen.hill@uky.edu), 859-257-2978

 **Expedited Reviewer requirements:**

- attend one convened IRB meeting [Date: \_\_\_ / \_\_\_ / \_\_\_\_];
- complete the Expedited Initial Review Training [[HTML](#)] [Date: \_\_\_ / \_\_\_ / \_\_\_\_]; and
- complete the “E-IRB Basics” and “Primary Reviewer” tutorials [[E-IRB Video Tutorial Library](#)] [Date(s): \_\_\_ / \_\_\_ / \_\_\_\_, \_\_\_ / \_\_\_ / \_\_\_\_].

**Please notify Nancy McGill via email when you complete each step and contact her if you have questions:** [nancy.mcgill@uky.edu](mailto:nancy.mcgill@uky.edu), 859-257-9425

- N/A – member will not be responsible for conducting Expedited review

**Ongoing education:** IRB members receive updates and education items by email (IRB Member Minute), newsletters (*IRB Review News*), and listserv announcements. Education sessions will be provided as mini lessons at IRB meetings, luncheon sessions at IRB In-Service programs, and hands-on tutorials for electronic programs.

**Regional Human Subject Protection Conference** (optional education opportunity): IRB members are eligible to receive a one-day paid registration to attend the conference each year.

Feel free to contact us now or in the future with any question or training needs; [belinda.smith@uky.edu](mailto:belinda.smith@uky.edu) or 859-323-2446.

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