

Call for Applications for the Trillium Health Partners Research Ethics Board Chair and Vice Chair roles

Are you interested in a unique leadership experience in the area of research ethics? The Trillium Health Partners (THP) Research Ethics Board (REB) is looking for interested and qualified applicants to fill the positions of:

- REB Chair (0.2 FTE)
- REB Vice Chair (0.2 FTE)

About the THP REB

As a body established by the Board of Directors, THP REB protects the rights and welfare of human participants through the ethical review and oversight of research. This review and oversight ensure established research ethics principles are met and that the research complies with all applicable regulations, policies and standards pertaining to human participant protection.

Opportunity #1: REB Chair

Role and Responsibilities:

The REB Chair works with the REB membership, Institute for Better Health (IBH) Operations, THP Administrators and researchers to ensure that the rights and welfare of humans participating in research are adequately protected, and that the potential benefits of such research outweigh and justify the potential risks to research participants. The REB Chair assumes overall accountability for the activities and decisions of the REB by:

- Providing leadership to the REB while maintaining the integrity and confidentiality of the research ethics review process
- Advocating for the protection of human research participants
- Ensuring all human research under the auspices of THP REB complies with the applicable regulations, standards, guidelines and policies
- Leading and overseeing the conduct of all full board REB meetings, including facilitating comprehensive discussions and deliberations on all REB submissions, the preparation of

meeting agendas and minutes, and review of all submission material

- Ensuring all issues or questions identified through REB review are resolved or adequately answered before approval of any study submission is granted
- Participating in study specific consultation sessions and dispute resolution meetings as required
- Participating in all responses to and resolution activities regarding study participant concerns
- Participating in quality monitoring and improvement initiatives related to the operations of the REB in collaboration with IBH Operations
- Conducting reviews to determine whether a project constitutes human research
- Approving and signing all official written communication from the REB
- Collaborating with the IBH Operations to conduct all risk assessments, study activity classifications, deliberations and final decisions regarding the disposition of research requiring full board review, expedited/delegated review or not requiring REB review at all
- Managing the REB workload in a timely manner
- Facilitating resolution of all REB substantive or procedural issues
- Assessing, along with IBH Operations, the educational and training needs of the REB membership and support staff
- Promoting a culture of respect for the REB process, practices and research community
- Acting as an ambassador of the REB and maintaining integrity and discretion when representing THP's REB externally
- Delegating duties to the Vice Chair as necessary and appropriate

Opportunity #2: REB Vice Chair

Role and Responsibilities:

The REB Vice Chair works in collaboration with the REB Chair and supports the REB Chair in ensuring the rights and welfare of human research participants are adequately protected, and that the potential benefits of such research outweigh and justify the potential risks to research participants. These responsibilities are met by:

- Supporting the Chair in all aspects of his/her/their duties

- Acting as Chair in the Chair's absence or when the Chair has a conflict of interest on any matter under review by the REB
- Assisting the Chair in ensuring all human research conducted under the auspices of THP complies with the applicable regulations, standards, guidelines and policies
- Reviewing all applications that qualify for expedited/delegated review as delegated by the Chair
- Working collaboratively with the REB Chair
- Participating in study specific consultation sessions and dispute resolution meetings as required
- Conducting reviews to determine whether a project constitutes human research

Qualifications (for both roles)

- Previous experience serving on a REB
- Experience with committee work
- Previous experience chairing a committee or board meeting
- Experience in the conduct of research involving research participants
- Broad and in-depth knowledge of research ethics including literature, debates, national and international guidelines, standards, regulations and policies
- Willingness to learn and to continuously update research ethics knowledge and skills
- Demonstrated knowledge and expertise in relation to ethical research practices, and applicable regulations, standards, guidelines and policies
- Demonstrated personal and academic integrity
- Interest in and commitment to the role
- Documentation of relevant training, experience and expertise for the role
- Previous completion of; or commitment to complete and provide documentation of completion of:
 - The Office of Human Research Protections Assurance Training Module 1 – HHS Regulations & Institutional Responsibilities
 - The Office of Human Research Protections Assurance Training Module 2 – Investigator Responsibilities & Informed Consent
 - The Office of Human Research Protections Assurance Training Module 3 – Human

Research Protections Program

- Tri-Council Policy Statement 2 Course on Research Ethics

Time Commitment:

Chair: 1 days (7.5hrs)/week

Vice Chair: 1 day (7.5hrs)/week

Appointment Term: 3-year renewable term

Mandatory Requirement:

Support from applicant's immediate supervisor (or higher) to fill the role and incorporate the accountabilities of the role into the individuals' current employment accountabilities.

Application Process

Applications will be accepted until the positions are filled. Application packages must include a curriculum vitae and cover letter that:

- Indicates the opportunity you are applying to be considered for (Chair, Vice Chair or both), and
- Summarizes your relevant experience and background in research ethics.

Applications should be sent to:

Kylie Walcott,
Manager, Research Ethics, Infrastructure & Oversight
Trillium Health Partners Research Ethics Board
Kylie.Walcott@thp.ca