1 PURPOSE
   1.1 This procedure establishes the process for an IRB chair to designate IRB members who can conduct Non-Committee Reviews.
   1.2 The process begins when the IRB chair instructs IRB staff an Experienced IRB Member is designated to conduct Non-Committee Reviews.
   1.3 The process ends when the IRB member has been noted in the IRB roster to conduct Non-Committee Reviews.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 Minor revisions to clarify procedure; replaces version dated 7/29/13.

3 POLICY
   3.1 IRB rosters are maintained using the IRB Roster.

4 RESPONSIBILITIES
   4.1 IRB staff members carry out these procedures.

5 PROCEDURE
   5.1 Obtain the name of an IRB member designated to conduct Non-Committee Reviews.
   5.2 Verify that the IRB member is an Experienced IRB Member. If not, inform the IRB chair that the member cannot be designated as a reviewer.
   5.3 Update the IRB roster to indicate that the IRB member is a Designated Reviewer.

6 MATERIALS
   6.1 IRB Roster

7 REFERENCES
   7.1 21 CFR §56.110(b).
   7.2 45 CFR §46.110(b).