

Research Ethics Board Standard Operating Procedure Addendum

The Holland Bloorview Research Ethics Board (HB REB) has adopted the N2/CAREB REB SOPs. Some internal practice requirements differ from those in the N2/CAREB SOPs. This SOP addendum describes the specific HB REB requirements related to the N2/CAREB SOP noted below.

SOP #	Title
302.003	REB Meeting Administration

N2/CAREB REB SOP Section #	HB REB SOP Addendum
<p>5.0 Procedure</p> <p>The REB meeting agenda provides the meeting content and establishes a sequence of review. It also provides an overview of all items that have been previously (i.e., during the preceding time between REB meetings) reviewed and approved by delegated review procedures, a list of items that are pending review by the Full Board, and assigned reviewer(s) for each of those items.</p> <p>5.1 Agenda Preparation</p> <p>5.1.4 The REB Office Personnel, in consultation with the REB Chair or designee as necessary, reviews the agenda, confirms REB meeting attendance and assigns the reviewers;</p> <p>5.2 Primary and Secondary Reviewers [all sections]</p> <p>5.3 Prior to the REB Meeting</p> <p>5.3.1 The primary and secondary reviewers (if applicable) will conduct in-depth reviews of their assigned submissions and may submit reviewer comments prior to the REB meeting. The primary reviewer should be prepared to lead the discussion at the Full Board meeting;</p>	<p>The HB REB does not use a Primary/Secondary Reviewer model. Therefore, the list of items that are pending review by the Full Board are assigned to all REB members listed on the Agenda.</p> <p>All REB members attending the Full board meeting conduct in-depth reviews of items on the agenda. The Chair leads the discussion at the Full Board meeting.</p>

<p>5.6 Meeting Minute Approval</p> <p>5.6.2 The REB motion and votes on the previous REB meeting minutes are recorded in the current REB meeting minutes;</p>	<p>The HB REB may approve the previous REB meeting minutes by consensus. When the REB votes for the approval of minutes it is not recorded in the 'for', 'against', or 'abstained' format. Rather it is recorded as 'All members present voted for...'. The REB motion and votes/consensus on the previous REB meeting minutes are recorded in the current REB meeting minutes;</p>
---	---

Revision History	
Version Date	Summary of Changes
October 23, 2020	Original Version
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	