

Consultant Reviewers

I. Purpose

This document establishes the procedure for the use of consultant reviewers by the Einstein Institutional Review Board (“IRB”).

II. Scope

This Procedure applies to the review of human research by the Einstein IRB.

III. Definitions

None.

IV. Procedure

1. IRB staff, in consultation with the Office of Human Research Affairs (“OHRA”) Director or IRB Chair, identify submissions that require a consultant reviewer.
2. For full board review:
 - 2.1. IRB staff will obtain a signed Confidentiality and Conflict of Interest Assurance from the consultant.
 - 2.2. If the consultant has a conflict of interest with the proposed research, a different consultant will be selected.
 - 2.3. IRB staff will provide the consultant with the same documents as are provided to the IRB.
 - 2.4. The consultant may attend the meeting if they are available, though they may not vote with IRB members.
 - 2.5. If the consultant is not available to attend the meeting, their feedback may be provided as a written report. IRB staff will distribute the report to IRB members along with the other meeting materials.
 - 2.6. IRB staff will record the name and credentials of the consultant in the minutes.
3. For expedited review:
 - 3.1. The designated reviewer may directly obtain feedback directly from the consultant.
 - 3.2. The name and credentials of the consultant, as well as the information they provided, are documented in the electronic file.

V. Effective Date

Effective as of: March 10, 2020

VI. Procedure Management and Responsibilities

Einstein's Office of Human Research Affairs is the Responsible Office under this Procedure. The Executive Dean is the Responsible Executive for this Procedure. The OHRA Director is the Responsible Officer for the management of this Procedure.