

Association of Asian Pacific Community Health Organizations (AAPCHO)
Community Institutional Review Board (IRB)
Composition & Roles and Responsibilities

AAPCHO is a national non-profit organization advocating for the health needs of medically underserved Asian Americans, Native Hawaiians, and Pacific islanders. Our member health centers are at the forefront in providing community responsive, financially affordable, culturally proficient, and linguistically appropriate primary health care services that improve the health status and access for these populations. The AAPCHO Community Institutional Review Board (IRB) is a beneficial resource to increase health center capacity for ethical and quality culturally and linguistically appropriate research.

AAPCHO's IRB will accept and review up to 10 submissions per year from researchers and collaborating community partners representing, employed at, or in partnership with AAPCHO or an AAPCHO member community health center.

IRB Mission Statement

The AAPCHO IRB will

1. Oversee and review all activities related to human subjects research involving AAPCHO and AAPCHO member organizations according to the ethical principles and guidelines of the Office of Human Research Protection of the Department of Health and Human Services
2. Ensure the dignity, rights, privacy, safety, and welfare of all actual and potential research participants are protected
3. Provide a strong foundation of knowledge to facilitate the conduct of health services research at AAPCHO and AAPCHO member organizations

IRB Committee Roles & Responsibilities

1. Be familiar with AAPCHO mission and IRB goals and objectives
2. Review assigned research/studies and present findings of review at subsequent IRB meetings. The IRB Coordinator will assign reviewers for each IRB application based on reviewers' expertise areas and availabilities.
3. Participate as needed in bi-monthly 2-hour IRB Committee meetings, and provide vote on each presented proposal. IRB members may attend via teleconference.
4. Participate in and complete the Office of Human Research Protections (OHRP) Assurance Training and participate in on-going education related to IRB oversight and protection (approximately 6-8 hours).
5. Keep up-to-date and informed of current research-related and regulatory developments.
6. Ensure compliance with the terms of AAPCHO's Federalwide Assurance (FWA) as well as AAPCHO's mission and goals, and federal and local state laws related to the review of human research.
7. Perform quality assurance monitoring of research protocols and investigate matters of non-compliance.

IRB Chair/Vice Chair Roles & Responsibilities

The AAPCHO IRB Chair promotes a culture consistent with the objectives of AAPCHO's Community Institutional Review Board. (S)he directly oversees the protection of research participants by ensuring the proper review, approval, disapproval, or determination of exemption from further review of research submissions. In the case that the Chair is unable to attend a regularly scheduled meeting, the Vice Chair will take on necessary duties. The Chair/Vice Chair's responsibilities include:

1. Preside over regularly scheduled committee meetings and ensure that the IRB carries out its responsibilities as required by federal regulations, ethical principles and AAPCHO's guiding principles.
2. Review and approve minutes documenting IRB discussions and findings.
3. Participate in developing meeting agendas, policies, procedures, and education efforts to support human research protection.
4. Review and approve protocol submissions that qualify for expedited review pursuant to federal regulations, ethical principles, and AAPCHO's guiding principles, or delegate such authority to a qualified and experienced IRB member to conduct such review and approval.
5. Ensure that membership of the IRB is recruited, appointed and oriented such that the IRB is duly qualified to fulfill its obligations to review, require modifications to, approve (or disapprove) research protocols that represent the breadth of research submitted to the IRB by AAPCHO member researchers.
6. Ensure that reports related to safety, noncompliance, unanticipated problems in research and adverse events are reviewed, attended to and reported pursuant to federal regulations, local state laws, and AAPCHO policies.
7. Respond to local and federal investigations relating to protocols and actions, as required.