



ON-GOING TRAINING FOR IRB OFFICE STAFF, CHAIRS, AND IRB MEMBERS

03/10/2026

Ongoing training is provided for IRB office staff, chairs, and members on new regulations and guidance, emerging issues, new DUHS HRPP policies and review of existing human subject regulations. The Executive Director, Director of Compliance and IRB Compliance Specialists, and Director of Research Review, in consultation with the IRB Lead Chair, plan, organize, and evaluate continuing educational activities for staff in the IRB office.

IRB Chairs and the Executive Director meet monthly, as applicable, to discuss new policies and procedures affecting the review of research with human subjects. In-service training for IRB office staff and Chairs encompasses a variety of formats, including presentations from various experts within Duke, presentations from other IRB office members or IRB Chairs, emails with new guidance from OHRP/FDA, and other written guidance.

IRB office staff and Chairs attend the PRIM&R and AAHRPP annual conferences on a rotating basis, as budget permits.

IRB office members are encouraged to study for and obtain the CIP certification, and Duke pays for the cost of the exam and the CIP renewal fees, as budget permits.

The Director of Compliance and the Executive Director periodically assess needs for education of staff. Members and staff are asked to evaluate training, including through their annual evaluations as applicable. Members and staff are routinely asked what they think their most significant education needs (topics) are. Data gathered from these evaluations are used to improve future training activities offered by the IRB.

DUHS IRB meetings usually begin with a short presentation of 10-15 minutes and/or an educational handout on new regulations or guidance, HRPP policies and forms, or review and reinforcement of human subject regulatory requirements and guidance. Usually the presentation will last approximately 10 minutes followed by 5 minutes of question and answer. The presenters may come from within the DUHS IRB or from within the greater Duke University research community.

The same presentation topic will be scheduled for all convened IRBs in a month, so that all boards receive consistent education. The educational presentation topics are documented on the IRB meeting agenda and in the minutes. Presentation handouts/slides are made available to all IRB members, including those unable to attend a meeting that month, have access to the training. The IRB Executive Director has the discretion to cancel the education topic for a given month, taking into account the holiday schedules of boards, and the availability of topic presenters.