1. PURPOSE

1.1. This procedure establishes the process to designate or remove an Executive Reviewer from the list of IRB members who can conduct Non-Full Board Review.
1.2. This procedure begins when the IRB Chair considers adding or removing an Executive Reviewer.
1.3. This procedure ends when the IRB Chair notifies IRB staff of a new Executive Reviewer or the removal of an Executive Reviewer.

2. POLICY

2.1. None

3. RESPONSIBILITY

3.1. The IRB Chair carries out these procedures.

4. PROCEDURE

4.1. To designate an Executive Reviewer
   4.1.1. Review the IRB roster and ensure that the proposed individual is an IRB member.
   4.1.2. Verify that the IRB member is qualified to be an Executive Reviewer.
4.2. To remove an Executive Reviewer no criteria need be followed.
4.3. Notify the individual of the decision.

5. REFERENCES

5.1. 21 CFR §56.110
5.2. 45 CFR §46.110