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**Boston  
Children's  
Hospital**

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Owner Susan Kornetsky:  
Manager  
Department Research  
Applicability Boston Children's  
Hospital- Policies  
& Procedures

## Institutional Official: Selection and Responsibilities Policy/ Procedure

### Internal Approval

SVP, Research

EVP & Chief Scientific Officer, Research

### Scope

This policy establishes the method by which the Institutional Official is selected and outlines the major responsibilities of the position.

### Policy Statements

Boston Children's Hospital assigns responsibility for the Human Research Protection Program (HRPP) to an official with the appropriate authority to ensure the implementation and maintenance of a program of excellence.

### Procedures

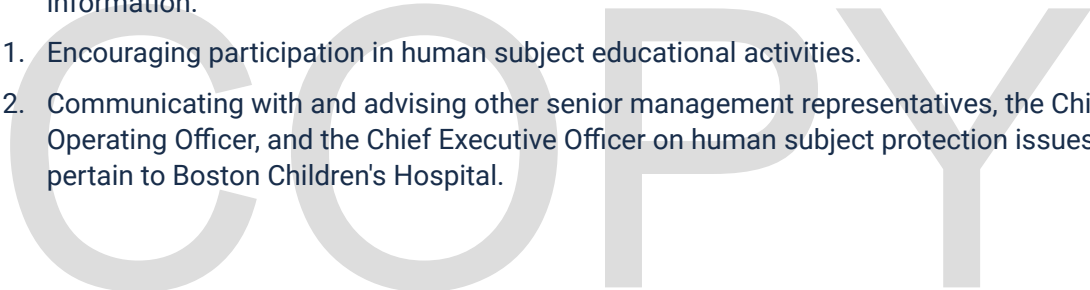
#### Selection

The Chief Executive Officer of Boston Children's Hospital is responsible for selecting the Institutional Official.

#### Responsibilities

The responsibilities of the Institutional Official are as follows:

1. Assuming on behalf of the institution the obligations of the federal assurance of compliance for the protection of human subjects.
2. Implementing the obligations of an institutional official, within the scope of applicable regulations and accreditation standards.
3. Setting the "tone" for an institutional culture of respect for human subjects by effectively communicating the importance of human subject protections.
4. And demonstrating an ongoing strong commitment to human subject protections at Boston Children's Hospital.
5. Possessing a thorough knowledge of human subject regulations.
6. Serving as a point of contact for the Office of Human Research Protections (OHRP).
7. Meeting periodically with the Chair of the Institutional Review Board (IRB) and the Senior Director of Clinical Research Compliance.
8. Providing the IRB and the Education and Quality Improvement Program (EQUIP) with the necessary resources and staff.
9. Supporting the implementation of IRB decisions.
10. Ensuring effective, institution-wide communication of and access to human subject information.
11. Encouraging participation in human subject educational activities.
12. Communicating with and advising other senior management representatives, the Chief Operating Officer, and the Chief Executive Officer on human subject protection issues as they pertain to Boston Children's Hospital.



## Approval Signatures

**Step Description**

**Approver**

**Date**