

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /  
 Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

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## OHSN-REB Standard Operating Procedure Addendum

**Rationale:** The OHSN-REB is a member of the Canadian Association of Research Ethics Boards (CAREB), and as approved by the Operations Committee, has adopted the N2 - CAREB SOPs. To reflect specific OHSN-REB requirements, this addendum complements the N2- CAREB SOP noted below.

### N2/CAREB SOP: # 201– Composition of the REB

N2-CAREB SOP Guidelines	OHSN-REB Standard Operating Procedure Addendum
<b>5.2.3</b> The REB will include at least 5 members represented by the following categories: <ul style="list-style-type: none"> <li>At least two members who have expertise in relevant research disciplines, field and methodologies covered by the REB (for biomedical clinical trials, this will include at least one member who practices medicine or dentistry and who is in good standing with their regulatory body),</li> <li>At least one member who is primarily experienced in non-scientific disciplines,</li> <li>At least one member who is knowledgeable in ethics,</li> <li>At least one member who is knowledgeable in the relevant law. This is mandatory for biomedical research and is advisable, but not mandatory, for other areas of research, and</li> <li>At least one community member who has no affiliation with the organization or the sponsor, and who is not part of the immediate family of a person who is affiliated with the organization;</li> </ul>	The Ontario Personal Health Information Act (PHIPA) requires a member knowledgeable in privacy. Therefore a 6th member's representation has been included in the criteria of 5.2.3 as indicated below: <ul style="list-style-type: none"> <li>At least one member who has relevant knowledge of privacy and the law and ethics concerning the collection, use and disclosure of personal health information.</li> </ul>
<b>5.3 Alternate Members</b> 5.3.1 – The REB Chair or designee may ask an alternate REB member to attend an REB meeting to draw on his/her expertise in an area that may be relevant to that meeting's deliberations, or to establish a quorum for that meeting in the absence of the regular REB member; 5.3.2 Only alternate REB members of comparable qualifications may substitute for an REB member	OHSN-REB has three sets of membership for each of the three full board meetings/panel it represents: Civic, General, and University of Ottawa Heart Institute Panel.  Each meeting/panel membership has its own primary and alternate member(s) assigned. If both primary and alternate cannot attend the full board meeting it represents, OHSN-REB may request a primary or alternate from the other 2

(a non-scientific member may not substitute for a scientific member); 5.3.3 – The minutes shall document when an alternate REB member replaces a primary REB member.		meeting/panel membership lists to replace the member to ensure quorum requirements are met.  OHSN-REB will ensure the replacement of member will meet the comparable qualifications.  OHSN-REB will ensure the coverage will be documented on the master schedule and within the meeting minutes.
		References: Personal Health Information Act (PHIPA)
<b>Revision History</b>		
<b>Version Number</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
Version 3	April 30, 2025	Administrative changes and clarification with replacing members who cannot attend with another primary or alternate member from another meeting/panel.
N/A	September 29, 2023	No revisions required to addendum N2 CAREB SOP version 201.004.
Version 2	January 12, 2022	Administrative changes (logos, rational, etc.)
Version 1	November 26, 2018	Initial Version
This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.		