

**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 OHSN-REB Executive 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: # 203 – Duties of REB Members

N2-CAREB SOP Guidelines	OHSN-REB Standard Operating Procedure Addendum
<b>5.3.10 -</b> <b>REB Vice-Chair:</b> The REB Vice-Chair or equivalent is responsible for performing the responsibilities of the REB Chair when the REB Chair is unable to do so: <ul style="list-style-type: none"> <li>• The REB Vice-Chair performs all responsibilities assigned by the REB Chair,</li> <li>• The REB Vice-Chair assists with the overall operation of the REB.</li> </ul>	The OHSN-REB Chair has delegated that the OHSN-REB Vice-Chairs and/or another designated, qualified REB Member may assist him/her with the day-to-day tasks even when he/she is available.

Revision History		
Version Number	Effective Date	Summary of Changes
N/A	September 29, 2023	No revisions required to addendum with version N2 CAREB SOP 203.004.
Version 2	January 12, 2022	Administrative changes (logos, rationale, etc.)
Version 1	June 1, 2015	Initial Version

This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.

