

Thomas Jefferson University
Institutional Review Board (IRB) Guest Responsibility Statement and Confidentiality Form
OHR Use Only - Version Date: 01/04/2019

I desire to be a guest of the IRB and observe an IRB meeting for educational purposes.

I represent that I meet the criteria to be eligible to be an IRB guest because

I am a student/trainee at the following institution: _____; or

I am an employee of _____; or

As a guest of the IRB, I have been informed on my responsibilities with regard to the following and agree to abide by the terms stated in this document:

Confidential Information. Participation as an IRB guest includes attending an IRB meeting. IRB meetings involve the review of documents that contain personal, confidential and proprietary information such as technical information, financial and business information, scientific research including but not limited to data collected in the course of scientific research, scientific theories, conclusions based on the results of research, proposals for the funding of scientific research, protocols and informed consent forms belonging to Jefferson or an outside entity (collectively, "Confidential Information"). Personal Confidential Information that may be disclosed might include individually identifiable protected health information ("PHI"), which is any information describing or pertaining to the physical or mental condition of an individual. There are legal requirements governing the privacy of Confidential Information including PHI that must be met. IRB guests will not be provided copies of Confidential Information; may not take or remove any Confidential Information from the meeting, and may not record the meeting.

Maintaining Confidentiality. Guests of the IRB are responsible for maintaining all Confidential Information, committee documents and proceedings in strict confidence. Such information may not be used for any purpose by the guest and may not be disclosed to anyone outside of the IRB unless prior permission is granted in writing from the IRB Chair. Such responsibility shall survive a guest's attendance at an IRB meeting. If the committee discussion for a study under review is in an area in which you have a conflict, please notify your sponsor and IRB chair and leave the room during deliberations for the specific protocol.

Reporting Obligations. Guests who become aware of a breach of confidentiality created by themselves or others shall report the breach promptly to the Director, Office of Human Research.

Responsibility Statement. I have read this form and agree to be a guest at the Thomas Jefferson University Institution Review Board under the expectations described above. I understand that a failure to abide by these expectations may result in personal liability for harm caused to Thomas Jefferson University for my failure and, if I am a student or employee of Thomas Jefferson University, could also result in disciplinary action consistent with Thomas Jefferson University policies and procedures.

Guest of: _____ (who has agreed to sponsor me)

Board Attended (Name of Chair): _____ **Date(s) of Attendance:** _____

Printed Name of Guest

Signature of Guest

Date
