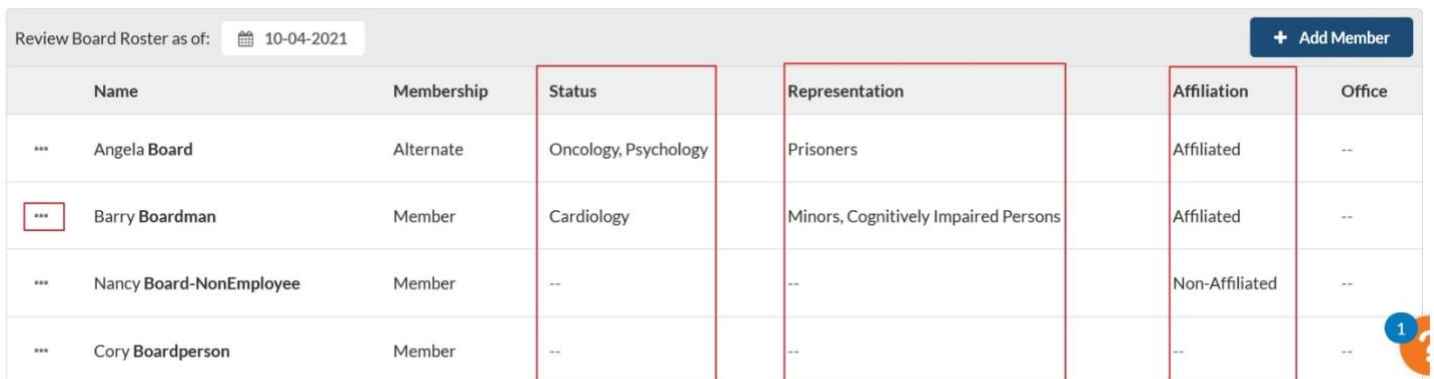**Board member profiles in Cayuse Human Ethics**

I don't know about all of you, but if there is a way to save a little bit of time I'm all about it. As I've been working on Human Ethics implementations, I get to hear a lot about how each institution's processes. One that has been repeated over time is how offices assign a board member to review a study. Often times there is a separate tracking sheeting that is used for this.

Did you know that you can use the Board Member's profile as part of Human Ethics to keep track of this information? Benefits of this include:

- This information is displayed at the time you are choosing a board member to review the study.
- Consistency
- Ease of updating and keeping track of this information
- Ease of identifying who your community board member is

Where do you find this? As an IRB Administrator, in Human Ethics navigate to the More Tab, then click on "Institutional Review Boards". Choose your Board and then you will be presented with a list of your board members as seen below.

	Name	Membership	Status	Representation	Affiliation	Office
...	Angela **Board**	Alternate	Oncology, Psychology	Prisoners	Affiliated	--
...	Barry **Boardman**	Member	Cardiology	Minors, Cognitively Impaired Persons	Affiliated	--
...	Nancy **Board-NonEmployee**	Member	--	--	Non-Affiliated	--
...	Cory **Boardperson**	Member	--	--	--	--

Review Board Roster as of: 10-04-2021   + Add Member

From this view, you can see their status, representation and affiliation. All of this is editable by either double click on the board member's name or clicking the ellipsis to the left of the name.

The Degree, Scientific Status, Representation and Office fields are free-form Use these in a consistent way of your choosing and in a way to make your life just a bit easier too.

When you are in Pre-Review status as an IRB Analyst, one of your steps will be to Choose a Review Type and Board. The Information you entered into the Board Members' profiles will be presented to you.

Choose a Review Type and Board

Cancel   💾 Save

Review Type *

Expedited   Clear ▾

Review Board *

SAMPLE Board   Clear ▾

Review Board Roster

Name	Membership	Degrees	Status	Representation	Affiliation	Office
Angela Board	Alternate	PhD	Oncology, Psychology	Prisoners	Affiliated	--
Barry Boardman	Member	MD	Cardiology	Minors, Cognitively Impaired Persons	Affiliated	--
Nancy Board-NonEmployee	Member	--	--	--	Non-Affiliated	--
Cory Boardperson	Member	--	--	--	--	--