

## **URBEST Internship Opportunity**

- Company, Agency, Office or Division hosting this Internship:

University of Rochester - Office of Human Subject Protection (OSHP)

- Title of Internship:

Human Subject Protection

- Description of the Internship:

This internship will be for a graduate student or postdoctoral trainee interested in Human Subject Protections. The trainee will learn about how the University's Human Subjects Protection Program (HRPP) operates, with a focus on day-to-day administration of the Office for Human Subject Protection. The Office for Human Subject Protection houses 4 divisions critical to HRPP operations: the Research Subject Review Board (the University's Institutional Review Board), Research Education & Training, Quality Improvement and Regulatory Systems. The internship will provide first-hand experience on the function of each regulatory division and demonstrate how the divisions interact; it will also show the relationship between OHSP and the other aspects of the HRPP.

- Approximate length of time to be spent at this internship: (e.g., 2-4 weeks or 4-6 months)

3-6 months

- Approximate number of hours to be spent on a recurring basis: (e.g., 40hrs/week or 3-5hrs/week)

2-3 hours every 1-2 weeks

- What is the goal of this internship opportunity for the trainee?

The goal of this training opportunity is to understand the operation of an integrated HRPP within a university with an academic medical center to ensure that the rights, safety and welfare of human subjects participating in research are adequately protected.

- What are the objectives for the participant during the internship opportunity? (add more if needed)

1. Describe the design and purpose of the University's HRPP.
2. Summarize how OHSP oversees administration of the HRPP.
3. Define the role of each division with OHSP.
4. Describe the Research Subjects Review Board review process.
5. Evaluate a minimal risk research protocol for compliance with federal regulations and institutional policies.
6. Describe the Quality Improvement review process.

- Will there be any formal training, coursework or examinations involved? If yes, please provide details:

Yes, the intern will complete:

1. CITI Training for IRB members, which is required for all Research Subjects Review Board members (31 module online training that includes competency checks)
2. Orientation to Conducting Human Subject Research (1 hour online training available through Blackboard)
3. Mock Board Meeting Video Review (1 hours online video)

If the opportunity presents itself during the internship, the intern may be asked to attend a new board member training session (in-person training required for any new members to the Research Subjects Review Board) and/or Research Boot Camp (a 4 hour in-person training session offered quarterly by OHSP).

- Responsibilities and duties of the intern:

The intern will schedule a few hours every 1-2 weeks with their mentor. These hours may vary week to week and can be tailored to fit the mentor's and mentee's schedule. Based on timing and appropriateness, the intern may be asked to: be a silent observer in HRPP-related meetings, attend applicable training sessions (including 1:1 training within the office as well as broader training sessions offered within the University), work with Regulatory Specialists and/or Board Chairs to review research protocols and assist in designing new training opportunities.

- How will the participant be supervised throughout the internship? And how will they interact with their supervisor / mentor?

The intern will be supervised by the mentor throughout the entire internship opportunity. A desk will be available to the intern in the OHSP suite, but most interactions will take place in the mentor's office (or other applicable office leadership).

- Will there be any final project due from the intern at the completion of the internship opportunity? (e.g., summary memo, presentation, final paper)

No formal final project will be required, although the intern may be asked to prepare a short article reflecting on their experience for inclusion in the quarterly Office for Human Subject Protection Newsletter.

- How will the Intern be evaluated during the program? (e.g., progress reports, periodic reviews)

During the internship opportunity, the internship host and URBEST's Tracey Baas will evaluate the intern using periodic monthly progress reports (what did they actually do). Each progress report will be written by the internship mentor and edited by the intern. The mentor and intern will then discuss the progress report, sign the document, and submit it to the URBEST office. Tracey will set up either a face-to-face meeting or a phone call with the mentor and intern, individually. The first progress report will be an "intake" document (when the student first arrives) and include goals and expectations for the internship. Following progress reports will address performance, achievement of goals, areas for further development and any other information that the mentor and intern deem important.

- How will the Intern be evaluated at the conclusion of the program? (e.g., final report)

At the end of the internship, URBEST's Sarah Peyre or Tracey Baas will assess the intern, using a final reflection/analysis of the experience. The intern will write the analysis piece, connecting the internship experience to their professional development. They will highlight content knowledge, acquisition of skills and understanding of the workforce, self-assessment of their performance and identification of areas that they still need development. Tracey will set up a group meeting or conference call for a final debrief of both the mentor and the intern.

- If there is any additional information about your internship opportunity that you would like to provide, please include it here:

Based on the confidential nature of the material that may be reviewed/discussed during the internship, the intern will be asked to sign a confidentiality agreement.