


**County of San Bernardino  
Department of Behavioral Health**

**Research Review Committee**

**Effective Date** 07/1997

**Revision Date** 10/23/07

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Allan Rawland, Director

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**Policy** The Research Review Committee (RRC) was developed to advise the Director about the viability, risks, and potential benefits of research proposed within and to the Department of Behavioral Health (DBH). This committee serves as the Department's Human Subjects Committee, Institutional Review Board, and research quality assurance body.

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**Purpose** The purpose of this policy is to define the structure and function of the Research Review Committee.

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**Research Review Committee Members** The Committee consists of a minimum of six members. The preferred composition is as follows:

- Psychiatrist
- Psychologist
- Psychiatric Social Worker
- Administrative Representative
- Statistician
- Chief of Research and Evaluation (Chair of the committee)

As vacancies occur, committee members will recommend prospective new members to the Director or designee, who will make appointments.

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**Meetings** The Committee meets as often as necessary to review applications in a timely manner. Discussion of research applications and projects may also be conducted by email or teleconferencing.

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**Voting** Recommendations for approval of projects require an affirmative vote by two-thirds of the members. Committee members who have personal interest in a research project shall refrain from voting to avoid the appearance of conflict of interest. In those instances, the number of members required for approval will be reduced by one.

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# County of San Bernardino Department of Behavioral Health

## Research Review Committee, Continued

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### Attendance

**Leave of Absence:** If a permanent member takes a leave of absence, his or her discipline coordinator shall appoint a temporary replacement. Leaves of absence may not extend past one year.

**Inactive:** If any member fails to attend three consecutive meetings without prior arrangement or election for leave of absence, the committee shall nominate a replacement.

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### Research Archives

The Committee will oversee the library (archive) materials that will serve as a source of specialized information for DBH staff, aid in the attempt to establish best practices, stimulate ideas for further research, and help avoid duplication of research effort. The archive will contain:

- Copies of thesis and dissertations submitted as part of the degree requirements
  - Copies of class papers and reports
  - Copies of manuscripts sent to professional journals for publication
  - Copies of tables of contents from books that incorporate findings of projects performed in the department
  - Abstracts or copies of papers delivered at professional meetings
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### Related Policies

DBH SPM 6032: Research Policy and Application Procedure

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