

Chapter 1 Membership Policy

Membership in SIBCR may be requested under the research mission or the education and training mission or both.

- SIBCR members are appointed by the SIBCR Board of Directors and hold membership positions at the will of the Board.
- Members are required to adhere to the policy and procedures described in the SIBCR Policy Manual as established by the Board of Directors and administered by the Executive Director.

CRITERIA FOR MEMBERSHIP INITIATION

Following are the general criteria to initiate membership:

A. Research

1. SIBCR members will be investigators of the Department of Veterans Affairs Puget Sound Health Care System (VAPSHCS), Seattle and American Lake Divisions and have staff appointments. Members will be engaged in the conduct of research as approved by the VAPSHCS Research and Development (R&D) Committee.
2. Application for membership is based a) upon R&D Committee approval of a research project on which the candidate is the principal investigator; or b) approval for Intramural Funds (see Chapter 7 of this Policy Manual). The Board of Directors must approve the election of all members. New member accounts may be set up in the interim period between Board meetings, but will not be approved accounts until the Board of Directors has met and voted on the candidate's membership.
3. Members are to conduct their professional activities in keeping with VA and SIBCR policy for ethical conduct of research activities.

B. Education

1. Education and training that may be supported by SIBCR include:
 - a) Work-related instruction or other learning experiences for employees that (i) improve performance of current duties; (ii) assist employees in maintaining or gaining specialized proficiencies; or (iii) expand understanding of advances and changes in patient care, technology, and health care administration.
 - b) For veterans under VHA care, the education and training may include instruction or learning related to improving and maintaining health of veterans and their families and guardians.
2. Members involved in education activities may be: a) individuals with staff appointments who are awarded an education training grant; b) a service chief who receives funds for

SEATTLE INSTITUTE FOR BIOMEDICAL AND CLINICAL RESEARCH

the benefit of the education and training of the service line employees, patients, or caregivers; c) the responsible individual or designee for an education or training initiative or activity at VAPSHCS. Alternatively, if the organizer of an educational activity is not a member, a member may provide oversight for the individual activity.

3. The organizer of the proposed education activity or activities must obtain the approval of the Education Council (EC) for the activity. Please see the VAPSHCS memorandum HR-39, dated September 2001, for the EC policy and the procedures for approval of an education/training activity. This policy memorandum includes the procedures for approval of educational activities with non-VA funding administered by SIBCR. The policy memorandum is also available at www.sibcr.org.
4. To apply for membership in SIBCR, the organizer should obtain request paperwork from SIBCR for approval by the Board. The Board must approve all members.
5. Educational activities, including patient/family oriented education, must be conducted under highest standards and in accordance with all guidelines of VAPSHCS and the policies and procedures of SIBCR.
6. Special guidelines and procedures must be followed for all continuing medical education (CME) programs under VAPSHCS accreditation or under the VA Employee Education System (EES). All education activities that involve such accreditation for CME programs should be reviewed with SIBCR before any funding is sought. Agreements from sponsors of such programs need to be reviewed by either EES or the VAPSHCS Center for Education and Development to ensure all CME requirements are met and the agreement language is acceptable.

Please note that the education and training programs described above do not include educational coursework towards a degree or other academic coursework.

INACTIVE MEMBER

If a member does not use SIBCR funds to support any research or educational activity for three (3) years, membership may be forfeited.

MEMBER RESIGNATION OR RETIREMENT

If a duly elected member resigns or retires from VAPSHCS and no longer has a VAPSHCS appointment, membership in SIBCR is ended.