

	SOP: Other Evaluations of the IRB (Minutes)		
	NUMBER	DATE	PAGE
	HRP-061	5/30/17	Page 1 of 1

1 PURPOSE

- 1.1 This SOP establishes the process to evaluate of the minutes of the IRB.
- 1.2 The process begins when the HRPP staff begins an evaluation.
- 1.3 The process ends when all evaluations have been completed and if needed, acted upon.

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 SOP Statement

- 3.1 The goal of the evaluation plan is to achieve and maintain compliance and to achieve targeted levels of quality, efficiency, and effectiveness of the IRB.
- 3.2 Objectives of the evaluations are to:
 - 3.2.1 Improve compliance of minutes with regulatory requirements.
 - 3.2.2 Increase efficiency of recording and finalizing minutes.
- 3.3 The measures of the evaluation are defined using:
 - 3.3.1 WORKSHEET: Minutes Quality Improvement Assessment (HRP-431)

4 RESPONSIBILITIES

- 4.1 HRPP staff ensure completion of these procedures.

5 PROCEDURE

- 5.1 Complete WORKSHEET: Minutes Quality Improvement Assessment (HRP-431)" on the minutes of a previous month. Track compliance and the days required to complete minutes and examine for significant trends.
- 5.2 Send the results to the HRPP Director and IRB Chair.
- 5.3 If the results of any evaluations demonstrate high variability or are outside performance targets, work with the HRPP Director and IRB Chair to implement an intervention.

6 MATERIALS

- 6.1 WORKSHEET: Minutes Quality Improvement Assessment (HRP-431)

7 REFERENCES

- 7.1 None