

Standard Operating Procedure (SOP)

SOP #: 401.105	HRP-105 Committee Review Preparation
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 09/18/2019

Scope	This standard operating procedure (SOP) applies to the <Research Personnel> and Institutional Review Board (IRB) staff members, chair and committee members at AdventHealth Orlando.
Purpose	This procedure establishes the process to prepare for an IRB meeting. This procedure begins when meeting preparation commences and ends when IRB members attending the meeting have been notified of the agenda and their assignments.
Qualified Personnel	<Designated Reviewers>; IRB Staff Members
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<p>AdventHealth Orlando places limits on the number of items on the agenda. The workloads are determined by IRB staff and members on a per IRB panel basis. The limits are based on the complexity of agenda items at a typical meeting and the time available to meet. Limits are adjusted as needed by IRB staff and members.</p> <ol style="list-style-type: none"> 1. Confirm which IRB members (regular, alternate, IRB chairs, and IRB vice-chairs) will be present at the meeting. 2. Prepare an agenda. 3. Assign an IRB member as the primary presenter to each agenda item. 4. Ensure that at least one IRB member with relevant scientific/scholarly expertise will use “WORKSHEET: Scientific and Scholarly Review (HRP-401)” and be present for each agenda item. <ol style="list-style-type: none"> a. If an IRB member with relevant scientific/scholarly expertise is not available, follow “SOP: Consultation (HRP-110)” to obtain a consultant. 5. Use “WORKSHEET: Quorum (HRP-431)” to ensure that the meeting will be appropriately convened. 6. If the meeting will not meet the quorum requirements, make arrangements to meet quorum requirements (e.g., arrange for additional or different IRB members or consultants to attend, arrange for materials to be provided to attendees, arrange for IRB member training before or at the meeting), or notify a manager. 7. Ensure that all IRB members are provided or have access to the materials in “POLICY: IRB Member Review Expectations (HRP-020): at least one week before the meeting, unless an exception is approved by the [IRB Executive Chair] or the [HRPP Administrator].
Definition(s)	IRB: Institutional Review Board
Reference(s)	Not applicable.

Standard Operating Procedure (SOP)

SOP #: 401.105	HRP-105 Committee Review Preparation
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 09/18/2019

Related Documents

Not applicable.

Keywords

IRB, institutional review board, IRB member