

Standard Operating Procedure (SOP)

SOP #: 401.107	HRP-107 Committee Review Monitoring
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 09/19/2019

Scope	This standard operating procedure (SOP) applies to the Institutional Review Board (IRB) staff members at AdventHealth Orlando.
Purpose	This procedure establishes the process to monitor an IRB meeting for quorum and expertise. This procedure begins when the meeting is called to order and ends when the meeting is adjourned.
Qualified Personnel	HRPP Staff Members
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. Use “WORKSHEET: Quorum (HRP-431)” to determine whether the meeting is appropriately convened: <ol style="list-style-type: none"> a. Before the meeting is called to order b. Before each study with special quorum requirements is reviewed c. When members leave the meeting for any reason 2. When evaluating quorum do not count IRB members with a <Conflicting Interest>.
Definition(s)	Notify the <Meeting Chair> when quorum requirements are not met. IRB: Institutional Review Board
Reference(s)	Not applicable.
Related Documents	Not applicable.
Keywords	IRB, institutional review board, IRB member, Committee Review