

Standard Operating Procedure (SOP)

SOP #: 401.142	HRP-142 Monthly Tasks
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 10/03/2019

Scope	This SOP applies to the HRPP staff.
Purpose	This procedure establishes the process to conduct monthly tasks related to the HRPP. This procedure begins the first business date of each month. This procedure ends when evaluations and corrective actions are completed.
Qualified Personnel	HRPP staff members carry out these procedures.
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. The goal of the quality improvement plan is to achieve and maintain compliance and to achieve targeted levels of quality, efficiency, and effectiveness of the HRPP. 2. Objectives of the quality improvement program are to: <ol style="list-style-type: none"> 2.1. Improve compliance of investigators with their responsibilities. 2.2. Improve compliance of minutes with regulatory compliance. 2.3. Increase efficiency of recording and finalizing minutes. 3. The measures of the quality improvement program are: <ol style="list-style-type: none"> 3.1. Results of investigator self-assessments 3.2. Errors on minutes 4. Review the results of investigators self-assessments sent out the previous month. <ol style="list-style-type: none"> 4.1. Track the results. 4.2. Examine for significant trends. 4.3. Design interventions for adverse trends. 5. Review the results of investigators surveys sent out the previous month. <ol style="list-style-type: none"> 5.1. Track the results. 5.2. Examine for significant trends. 5.3. Design interventions for adverse trend. 6. Review a sample of minutes of the previous month for compliance with "SOP: Minutes (HRP-108)." <ol style="list-style-type: none"> 6.1. Track the results. 6.2. Examine for significant trends. 6.3. Design interventions for adverse trend. 7. Review the turnaround times for committee review and non-committee review. <ol style="list-style-type: none"> 7.1. Track the results. 7.2. Examine for significant trends.

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- 7.3. Design interventions for adverse trends.
8. Send the results to the [HRPP Administrator] and [Organizational Official].
9. Send “Investigator Self-Assessment (HRP-901)” and “Investigator Self-Assessment Instructions (HRP-902)” to 5 investigators.
10. Send “Investigator Satisfaction Survey (HRP-903)” to 5 investigators.
 - 10.1. Provide IRB members with a list of approvals using the expedited procedure from the previous month.

Definition(s) IRB: Institutional Review Board

Reference(s) Not applicable.

Related Documents Not applicable.

Keywords IRB, institutional review board, tasks