

Standard Operating Procedure (SOP)

SOP #: 401.144	HRP-144 Meeting Scheduling
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 schedule convened meetings. The process begins when additional meetings need to be scheduled. The process ends when sufficient meetings are scheduled.
Qualified Personnel	HRPP staff members carry out these procedures.
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. AdventHealth IRB Orlando may convene unscheduled meetings to deal with urgent issues that the IRB cannot address in a scheduled meeting, provided members are given timely notification and a justification for convening the unscheduled meeting. 2. Create a schedule of meetings at least one month in advance at a frequency specified by the [Organizational Official]. 3. Make the schedule available to IRB members and investigators. 4. Notify the following individuals of the updated schedule: <ol style="list-style-type: none"> 4.1. IRB members 4.2. [Organizational Official]
Definition(s)	IRB: Institutional Review Board
Reference(s)	ICH-GCP E6 3.3.2
Related Documents	Not applicable.
Keywords	IRB, institutional review board, tasks