

**SOP: Monthly Evaluations of the HRPP**

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**1 PURPOSE**

- 1.1 This procedure establishes the process to conduct quality improvement of the human research protection program that periodically assesses the quality, efficiency, or effectiveness of the HRPP.
- 1.2 The process begins the first business day of each month.
- 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 POLICY**

- 3.1 The goal of the quality improvement plan is to achieve and maintain compliance and to achieving targeted levels of quality, efficiency, and effectiveness of the HRPP.
- 3.2 Objectives of the quality improvement program are to:
  - 3.2.1 Improve compliance of investigators with their responsibilities.
  - 3.2.2 Improve compliance of minutes with regulatory compliance.
  - 3.2.3 Increase efficiency of recording and finalizing minutes.
- 3.3 The measures of the quality improvement program are defined in:
  - 3.3.1 CHECKLIST: Investigator Quality Improvement Assessment (HRP-430) or equivalent.
  - 3.3.2 CHECKLIST: Minutes Quality Improvement Assessment (HRP-431) or equivalent.

**4 RESPONSIBILITIES**

- 4.1 IRB staff ensure completion of these procedures.

**5 PROCEDURE**

- 5.1 Review the results of "CHECKLIST: Investigator Quality Improvement Assessment (HRP-430)" or equivalent sent out the previous month, track the results, and examine for significant trends.
- 5.2 Complete "CHECKLIST: Minutes Quality Improvement Assessment (HRP-431)" or equivalent on the minutes of the previous month. Track compliance and the days required to complete minutes and examine for significant trends.
- 5.3 Send the results to the IRB director and Institutional Official or designee.
- 5.4 If the results of any evaluations demonstrate high variability or are outside performance targets, work with the IRB director and Institutional Official to implement an intervention.

**6 MATERIALS**

- 6.1 CHECKLIST: Investigator Quality Improvement Assessment (HRP-430)
- 6.2 CHECKLIST: Minutes Quality Improvement Assessment (HRP-431)
- 6.3 TEMPLATE LETTER: Investigator Quality Improvement Assessment (HRP-534)

**7 REFERENCES**

- 7.1 None