



## SOP: Monthly Tasks

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### 1. PURPOSE

- 1.1. This procedure establishes the process to conduct monthly tasks related to the HRPP.
- 1.2. This procedure begins the first business date of each month.
- 1.3. This procedure ends when evaluations and corrective actions are completed.

### 2. POLICY

- 2.1. 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.
- 2.2. Objectives of the quality improvement program are to:
  - 2.2.1. Improve compliance of investigators with their responsibilities.
  - 2.2.2. Improve compliance of minutes with regulatory compliance.
  - 2.2.3. Increase efficiency of recording and finalizing minutes.
- 2.3. The measures of the quality improvement program are:
  - 2.3.1. Results of investigator self-assessments
  - 2.3.2. Errors on minutes

### 3. RESPONSIBILITY

- 3.1. HRPP staff members carry out these procedures.

### 4. PROCEDURE

- 4.1. Review the results of investigators self-assessments sent out the previous month.
  - 4.1.1. Track the results.
  - 4.1.2. Examine for significant trends.
  - 4.1.3. Design interventions for adverse trends.
- 4.2. Review a sample of minutes of the previous month for compliance with "SOP: Minutes (HRP-108)."
  - 4.2.1. Track the results.
  - 4.2.2. Examine for significant trends.
  - 4.2.3. Design interventions for adverse trend.
- 4.3. Review the turnaround times for committee review and non-committee review.
  - 4.3.1. Track the results.
  - 4.3.2. Examine for significant trends.
  - 4.3.3. Design interventions for adverse trends.
- 4.4. Send the results to the HRPP Administrator.
- 4.5. Send "Investigator Self-Assessment (HRP-901)" and "Investigator Self-Assessment Instructions (HRP-902)" to a sub-sample of investigators with approved non-exempt studies.
- 4.6. Send continuing review educational materials to IRB members

### 5. REFERENCES

- 5.1. None