

SOP: Monthly HRPP Evaluations

NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-061	12/6/18	T. Bechert	G. Ostrander	1 of 1

1 PURPOSE

- 1.1 This procedure establishes the process to conduct quality improvement of the human research protection program.
- 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)
 - 3.3.2 CHECKLIST: Minutes Quality Improvement Assessment (HRP-431)

4 RESPONSIBILITIES

- 4.1 IRB staff ensure completion of these procedures.

5 PROCEDURE

- 5.1 Conduct Investigator QI Assessment:
 - 5.1.1 At least monthly, complete “TEMPLATE LETTER: Investigator Quality Improvement Assessment (HRP-534)” and Send “CHECKLIST: Investigator Quality Improvement Assessment (HRP-430)” to 10 investigators.
- 5.2 Review the results of “CHECKLIST: Investigator Quality Improvement Assessment (HRP-430)” sent out the previous month, track the results, and examine for significant trends.
- 5.3 Conduct HRPP Quality Improvement Assessment:
 - 5.3.1 Review the results of all Investigator QI Assessments sent out the previous quarter and examine for significant trends.
- 5.4 Complete “CHECKLIST: Minutes Quality Improvement Assessment (HRP-431)” on the minutes of the previous month. Track compliance and the days required to complete minutes and examine for significant trends.
- 5.5 Send the results to the IRB manager and Organizational Official / Institutional Official (IO/OO) or designee.
 - 5.5.1 If the results of any evaluations demonstrate inconsistency, recurring noncompliance or misinterpretation of HRPP requirements, high variability, or are outside performance targets, work with the IRB manager and IO/OO to implement an intervention.
 - 5.5.2 Interventions may include policy and procedure modifications, education and training efforts, system modifications, or other corrective actions.

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