1. PURPOSE
   1. This procedure establishes the process to conduct monthly—or quarterly if specified—tasks related to the HRPP.
   2. This procedure begins the first business date of each month or quarter.
   3. This procedure ends when evaluations and corrective actions are completed.
2. POLICY
   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:
      1. Improve compliance of investigators with their responsibilities.
      2. Improve compliance of minutes with regulatory compliance.
      3. Increase efficiency of recording and finalizing minutes.
   3. The measures of the quality improvement program are:
      1. Results of investigator self-assessments
      2. Errors on minutes
3. RESPONSIBILITY
   1. HRPP staff members carry out these procedures.
4. PROCEDURE
   1. Review the results of investigators self-assessments sent out the previous month. This is performed quarterly.
      1. Track the results.
      2. Examine for significant trends.
      3. Design interventions for adverse trends.
   2. Review the results of investigators surveys sent out the previous month. This is performed quarterly.
      1. Track the results.
      2. Examine for significant trends.
      3. Design interventions for adverse trend.
   3. Review a sample of minutes of the previous month for compliance with “SOP: Minutes (HRP-108).”
      1. Track the results.
      2. Examine for significant trends.
      3. Design interventions for adverse trend.
   4. Review the turnaround times for committee review and non-committee review.
      1. Track the results.
      2. Examine for significant trends.
      3. Design interventions for adverse trends.
   5. Send the results to the [HRPP Administrator] and [Organizational Official].
   6. Send “Investigator Self-Assessment (HRP-901)” and “Investigator Self-Assessment Instructions (HRP-902)” to 10 investigators—on a quarterly basis.
   7. Send “Investigator Satisfaction Survey (HRP-903)” to 20 investigators on a quarterly basis.
   8. Provide IRB members with the Board Meeting Agenda, which includes a list of approvals using the expedited procedure from the previous month approximately a week prior to the IRB Committee meeting.
5. REFERENCES
   1. None