

<b>PARKVIEW HEALTH</b>	<b>INSTITUTIONAL REVIEW BOARD MANUAL</b>
Policy & Procedure Title: IRB Meetings	
Category: IRB Administrative Process	

## I. Policy Statement

The PH IRB meets once a month, unless additional meetings are deemed required by the PH IRB Chair in order to complete the review process of submitted studies. The frequency of meeting will be determined by the PH IRB workload, review process chosen, availability of members and the research review interval(s) for studies under review. (See 2009 PH IRB Meeting Dates for current year submission deadlines and meeting dates.) (See 2010 PH IRB Meeting Dates for next year submission deadlines and meeting dates.)

A Quorum is required at every meeting. Should the Quorum fail during a meeting (e.g., loss of a majority through early departures, or absence of a nonscientist Member) the PH IRB may not take further actions or votes unless the Quorum can be restored.

## II. Definition of Terms

Quorum – A number of voting Members equal to or greater than the majority of the number of Primary PH IRB Members currently on the PH IRB and including at least one voting Member whose primary expertise is in a nonscientific area.

## III. Procedure

- A. **Meetings:** PH IRB will review proposed research at convened meetings at which a majority of the Members are present.
1. PH IRB Meetings are scheduled in the current year for the next two (2) calendar years by the PH IRB Office.
  2. PH IRB holds regular monthly meetings in order to complete the business of the Board in a timely manner.
  3. Meeting time and location are subject to change without prior notice.
  4. Members will notify the PH IRB Office of his/her confirmation of attendance.
  5. As needed, the PH IRB Chair may schedule interim meetings. The Board will be given prior notice of interim meetings.
  6. Providing there is a Quorum, approval of a Protocol will be passed by a simple majority vote.
  7. An Alternate may vote at an IRB Meeting only when representing a Primary in his/her absence.
  8. The PH IRB office shall so note in the minutes any loss of Quorum.

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- B. **Teleconferencing for meetings and votes.** OHRP and FDA permit meetings to be conducted by teleconference. Should the PH IRB decide to hold a teleconference, the following three items are mandatory:
1. Each PH IRB member must receive all pertinent materials prior to the teleconference.
  2. Each PH IRB member must be prepared and be able to actively and equally participate in the discussion of all Protocols.
  3. Minutes of such meetings must document that such conditions have been met.

**IV. References**

- A. [OHRP Guidance on Written IRB Procedures, 01-15-07.](#)
- B. OPRR Letter Dated 03-28-00 to Division of Human Subjects Protections OPRR located at <http://www.hhs.gov/ohrp/references/irbtel.pdf>
- C. OHRP IRB Guidebook located at [http://www.hhs.gov/ohrp/irb/irb\\_guidebook.htm](http://www.hhs.gov/ohrp/irb/irb_guidebook.htm)
- D. FDA Guidance for Institutional Review Boards and Clinical Investigators 1998 Update FAQ located at <http://www.fda.gov/oc/ohrt/irbs/faqs.html#IRBMember>

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