

SOP Number: SOP CW AHC 207	SOP Name: Committee Review Monitoring
Location: *Company-Wide Policies	Responsible Department: Research Services
Executive Owner Executive Director of Research Services	Original Creation Date: 01/18/2022
Effective Date: 04/04/2022	Review Date: 02/12/2024

- I. **SCOPE:** This standard operating procedure (SOP) applies to the Institutional Review Board (IRB) staff members at AdventHealth.
- II. **PURPOSE:** This procedure establishes the process to monitor an IRB meeting for quorum and expertise. This procedure begins when the meeting is called to order and ends when the meeting is adjourned.
- III. **QUALIFIED PERSONNEL:** IRB staff members
- IV. **TRAINING:** Not applicable
- V. **SUPPLIES & EQUIPMENT:** Not applicable
- VI. **PROCESS/PROCEDURE:**
 - A. Use HRP-431 WORKSHEET - Quorum to determine whether the meeting is appropriately convened:
 - 1. Before the meeting is called to order
 - 2. Before each study with special quorum requirements is reviewed
 - 3. When members leave the meeting for any reason
 - B. When evaluating quorum do not count IRB members with a Conflicting Interest.
 - C. Notify the Meeting Chair when quorum requirements are not met.
- VII. **DEFINITION(S):** For capitalized terms not defined in this policy, refer to CW AHC 107 Definitions in Human Research.
- VIII. **EXCEPTION(S):** See CW AHC 101 Research Oversight
- IX. **REFERENCE(S):** Not applicable
- X. **RELATED DOCUMENT(S) / ATTACHMENT(S):**
 - CW AHC 107 Definitions in Human Research
 - CW AHC 101 Research Oversight
 - CW AHC 108 Human Research Protection Program
 - WORKSHEETS are located on the AdventHealth Research Institute website
 - o HRP-431 WORKSHEET – Quorum