
 chh_irb@chonghua.com.ph	<b>CHONG HUA HOSPITAL          INSTITUTIONAL REVIEW BOARD</b>	<b>SOP/017/05</b>  <b>Effective date:          01 January 2017</b>
	<b>Title:</b> <b>5.1 Preparation and Conduct of Meeting</b>	<b>Page 1 of 10</b>

ජනාතලජනාතලජනාතලජනා  
**Table of Contents**  
 ජනාතලජනාතලජනාතලජනා

No.	Content	Page No.
	Table of Contents .....	1
1.	Purpose .....	2
2.	Scope .....	2
3.	Responsibility .....	2
4.	Flowchart .....	3
5.	Detailed Instruction .....	4
6.	ANNEX	
	IRB Agenda Form .....	6

 chh_irb@chonghua.com.ph	<b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b>	<b>SOP/017/05</b>  <b>Effective date: 01 January 2017</b>
	<b>Title:</b>  <b>5.1 Preparation and Conduct of Meeting</b>	<b>Page 2 of 10</b>

### **1. Purpose**

To provide procedures for the preparation and distribution of the IRB meeting agenda

### **2. Scope**

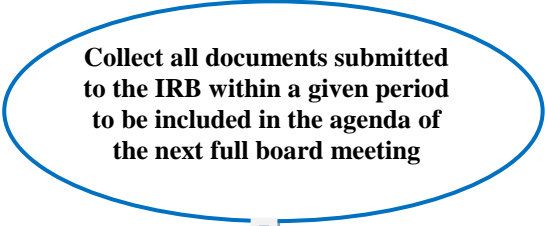



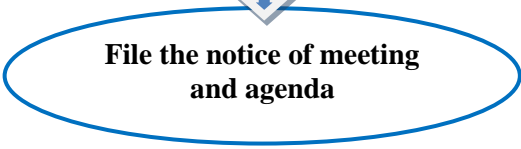
This SOP provides instructions related to the preparation of the IRB meeting agenda and its distribution to IRB members and other concerned individuals about the item/items for discussion during a full board meeting.


### **3. Responsibility**

It is the responsibility of the IRB Secretariat, under the supervision of the Secretary-Member, to compile all documents/ information submitted to the IRB within a given period to include them in the agenda of the next full board meeting.

 chh_irb@chonghua.com.ph	<b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b>	<b>SOP/017/05</b>  <b>Effective date: 01 January 2017</b>
	<b>Title:</b>  <b>5.1 Preparation and Conduct of Meeting</b>	<b>Page 3 of 10</b>


#### 4. Flowchart

No.	ACTIVITY	RESPONSIBLE PERSONNEL
<b>I</b>		Secretariat
<b>II</b>		Secretariat/ Chair
<b>III</b>		Secretariat
<b>IV</b>		Secretariat
<b>V</b>		Secretariat

 chh_irb@chonghua.com.ph	<b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b>	<b>SOP/017/05</b>  <b>Effective date: 01 January 2017</b>
	<b>Title:</b>  <b>5.1 Preparation and Conduct of Meeting</b>	<b>Page 4 of 10</b>

## 5. Detailed Instructions

- 5.1 Collect all documents submitted to the IRB within a given period and include them in the full board meeting agenda for discussion or information of the IRB members.
- 5.2 The standard notice of meeting or agenda contains the ff:
  - Date of preparation
  - Date, time and venue of meeting
  - Review of the previous minutes
  - Business or matters arising from the minutes
  - Conflict of interest
  - Agenda items
    - New protocols for initial review of full board
    - Resubmission
    - Amendments
    - Progress reports/ Continuing Review Reports
    - SAE/ SUSARS
    - Protocol Deviations
    - Communications/ Notifications
    - Final Reports
  - Protocols reviewed by Expedited Process
  - Other matters
  - Adjournment
- 5.3 For purposes of recommendation on protocols by the CHH IRB primary reviewers, principal investigators whose protocols require clarifications shall be notified of the scheduled meeting, informing them specifically of their time of appearance.
- 5.4 The Secretariat informs and consults the Chair about the agenda items.
- 5.5 The Secretariat arranges for the venue and other logistics of the meeting at least one week before the schedule.
- 5.6 The Secretariat shall send the notice of the meeting containing the approved agenda to the Chong Hua Hospital IRB members, at least one week before the meeting.

 chh_irb@chonghua.com.ph	<b>CHONG HUA HOSPITAL          INSTITUTIONAL REVIEW BOARD</b>	<b>SOP/017/05</b>  <b>Effective date:          01 January 2017</b>
	<b>Title:</b> <b>5.1 Preparation and Conduct of Meeting</b>	<b>Page 5 of 10</b>

- 5.7 The Secretariat confirms with the IRB members their attendance to ensure quorum.
- 5.8 The Secretariat files a copy of the agenda in the Agenda and Minutes folder.



chh\_irb@chonghua.com.ph

### CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD

Title:


### 5.1 Preparation and Conduct of Meeting

SOP/017/05

Effective date:  
01 January 2017

Page 6 of 10

## 6. ANNEX

 <p>崇華醫院 Chong Hua Hospital Fuente Osmeña, Cebu City Tel# +63(32) 255-8000; Fax# +63(32) 253-5639</p>	<b>IRB AGENDA</b>  Form HRP-IRB-027_ver05	
	DATE:	VENUE:
To:		
	<b>IRB MEMBERS</b>	<b>AFFILIATION</b>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
	<b>IRB ALTERNATE MEMBERS</b>	<b>AFFILIATION</b>
9)		
	<b>INDEPENDENT CONSULTANT</b>	

Meeting No.:	
<input type="checkbox"/> Regular meeting <input type="checkbox"/> Emergency meeting	
MEETING CHAIRED BY:	
❖ Announcement of formal start of meeting	
❖ Time started	
❖ Determination of a duly constituted quorum by the Secretary to proceed with the meeting.	
❖ COI Disclosures	



chh\_irb@chonghua.com.ph

# CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD

Title:

## 5.1 Preparation and Conduct of Meeting

SOP/017/05

Effective date:  
01 January 2017

Page 7 of 10



崇華醫院  
Chong Hua Hospital  
Fuente Osmeña, Cebu City  
Tel# +63(32) 255-8000; Fax# +63(32) 253-5639

### IRB AGENDA

Form HRP-IRB-027\_ver05

- I. Review of the previous minutes:
- II. Business or matters arising from the minutes:
- III. Conflict of Interest:
- IV. Agenda of the Meeting:

#### A. INITIAL REVIEW

[A.1] IRB Reference No.:	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Independent Consultant	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	

#### B. RESUBMISSION

[B.1] IRB Reference No.	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	



chh\_irb@chonghua.com.ph

**CHONG HUA HOSPITAL  
INSTITUTIONAL REVIEW BOARD**

**Title:**

**5.1 Preparation and Conduct of Meeting**

**SOP/017/05**

**Effective date:  
01 January 2017**

**Page 8 of 10**



**崇華醫院**  
**Chong Hua Hospital**  
Fuente Osmeña, Cebu City  
Tel# +63(32) 255-8000; Fax# +63(32) 253-5639

**IRB AGENDA**

Form HRP-IRB-027\_ver05

**C. PROTOCOL AMENDMENTS**

<b>[C.1] IRB Reference No.</b>	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	

**D. PROGRESS REPORTS / CONTINUING REVIEW REPORTS**

<b>[D.1] IRB Reference No:</b>	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	

**E. SAE/SUSARS**

<b>[E.1] IRB Reference No.</b>	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	





chh\_irb@chonghua.com.ph

# CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD

Title:

## 5.1 Preparation and Conduct of Meeting

SOP/017/05

Effective date:  
01 January 2017

Page 9 of 10



崇華醫院  
Chong Hua Hospital  
Fuente Osmeña, Cebu City  
Tel# +63(32) 255-8000; Fax# +63(32) 253-5639

### IRB AGENDA

Form HRP-IRB-027\_ver05

#### F. PROTOCOL DEVIATIONS

[F.1] IRB Reference No.	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	

#### G. COMMUNICATIONS/NOTIFICATIONS

[G.1] IRB Reference No.	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendations/Actions Taken	

#### H. FINAL REPORTS

[H.1] IRB Reference No.	
Protocol No.	
Study Title	
Principal Investigator	
Sponsor	
Primary Reviewer	
Submitted Documents	
Discussion	
Recommendation/Actions Taken	



chh\_irb@chonghua.com.ph

**CHONG HUA HOSPITAL  
INSTITUTIONAL REVIEW BOARD**

**Title:**

**5.1 Preparation and Conduct of Meeting**

**SOP/017/05**

**Effective date:  
01 January 2017**

**Page 10 of 10**



**崇華醫院**  
**Chong Hua Hospital**  
Fuente Osmeña, Cebu City  
Tel# +63(32) 255-8000; Fax# +63(32) 253-5639

**IRB AGENDA**

Form HRP-IRB-027\_ver05

**V. Protocols Reviewed by Expedited Process:**

[V.1] IRB Reference No:	
Study Title	
Principal Investigator	
Primary Reviewer	
Decision	

**VI. Other Matters:**

**VII. Adjournment:**

>

PREPARED BY:

**DONAFLOR V. TUBES**  
IRB SECRETARIAT

NOTED BY:

**ELAINE L. GALLARDO, MD**  
SECRETARY – Institutional Review Board

APPROVED BY:

**ATTY. DEAN G. DECAL**  
CHAIR – Institutional Review Board