	CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD CHH IRB	
Version No: 09 Date of Approval: 08/21/24 Date of Effectivity: 08/21/24	**SOP 4.5 MANAGEMENT OF INCOMING AND OUTGOING IRB COMMUNICATIONS**	

1. Policy Statement

Incoming and outgoing communications shall be recorded promptly and accurately in an electronic logbook or database.

2. Objective of the Activity

This SOP covers IRB actions related to organizing incoming and outgoing documents and ensuring an appropriate IRB response. This SOP begins with the sorting of incoming/outgoing communications and ends with the storing or filing of incoming/outgoing communications.

3. Scope

This SOP covers IRB actions related to organizing incoming and outgoing documents and ensuring an appropriate IRB response. This SOP begins with the sorting of incoming/outgoing communications and ends with the storing or filing of incoming/outgoing communications.

4. Responsibility

It is the responsibility of the CHH IRB staff and CHH IRB secretary to handle the processing of the communications, and the Chair to approve the outgoing documents.

5. Process Flow/Steps

ACTIVITY	RESPONSIBILITY
Step 1: Sorting of incoming/outgoing communications	CHH IRB Staff
Step 2: Recording of incoming/outgoing communications electronically on specific electronic drive	CHH IRB Staff
Step 3: Acting on Communications	Chair/Member secretary
Step 4: Online filing of incoming/outgoing communications (SOP on Managing Active Files SOP#7.2)	CHH IRB Staff

6. Description of Procedures

Step 1- Sorting of incoming/outgoing communications

- IRB communications refer to documented communications to and from the IRB in the form of
- All IRB communications shall have a subject to facilitate sorting and documentation of all actions, instructions, and even responses to queries. Sorting shall be done by the IRB staff.

Step 2- Recording of incoming/outgoing communications

- Both hard copies of the communications will be classified and saved. The IRB Staff shall record all communications in a "Communications Logbook" as they come, in chronological order. The logbook will be transitioned into electronic form.
- The following data shall be include: - Date received/sent - Subject - Person who sent the communication - Person who received the communication - Action taken

Step 3- Acting on Communications

- Communications shall be acted upon by the Chair. The IRB secretary may also be tasked by the Chair to draft responses to the communications. All communications shall have the approval of the Chair.

Step 4- Online filing of incoming/outgoing communications: soft of the communications shall be filed by the IRB staff in their respective folders (Protocol-related communications; administrative communications, etc.) while soft copies will be uploaded into the respective electronic drive.

8. History of SOP

Version No.	Date	Authors	Main Change
8	31 August 2023	Dr. Maria Teresa Canete	First draft
9	21 August 2024	Dr. Maria Teresa Canete	No Change

9. Reference

- Philippine Health Research Ethics Board (PHREB) Workbook 2015
- World Health Organization, Operational Guidelines for Ethics Committees that Review
- Biomedical Research, 2000.
- International Conference on Harmonization, Guidance on Good Clinical Practice (ICH
- GCP) 1996.
- National Ethical Guidelines for Health Research 2011 PNHRS