

**DECATUR MEMORIAL HOSPITAL
INSTITUTIONAL REVIEW BOARD**

SUBJECT: ADMINISTRATIVE REVIEW AND DISTRIBUTION OF MATERIALS

STANDARD: PATIENT RIGHTS AND ORGANIZATION ETHICS **EFFECTIVE:** 4/08

POLICY:

The efficiency and effectiveness of the IRB is supported by administrative procedures that ensure that IRB members not only have adequate time for thorough assessment of each proposed study, but that the documentation they receive is complete and clear enough to allow for an adequate assessment of study design, procedures, and conditions.

Specific Policies

Exemptions

The IRB Administrator will review claims for exemption submitted by Investigators in consultation with the IRB Chairperson. Such claims of exemption will be documented in IMEDRIS

Incomplete Submissions

Incomplete submissions will not be placed on the agenda until the Investigator has provided all necessary materials as determined by the IRB Administrator. The IRB Administrator will retract any incomplete submission in IMEDRIS so that any outstanding documentation may be attached to the submission prior to finalizing an agenda.

Scheduling for Review

Submission forms that appear to meet qualifications for expedited review will be submitted to the Co-Chairperson. If a submission meets expedited review requirements, the review will be performed as described in the SOP for Expedited Review. All other applications will be placed on the agenda for the earliest meeting possible for review by the full IRB as described in the SOP for IRB Meeting Administration.

Distribution to Members Prior to IRB Meetings

Review materials will be distributed to all IRB members electronically, generally 7 to 10 days prior to the meeting. Each regular member of the IRB, and any alternate members attending the meeting in place of a regular member, will have access to the submission forms. Consultants will receive a paper copy of materials that pertain to their requested input.

Confidentiality

All submissions received by the IRB will be considered confidential and will be accessible only by meeting participants (regular members, alternate members and specialist consultants) for the purpose of review.

APPLICABLE TO:

These policies and procedures apply to all research submitted to the IRB.

RESPONSIBILITY:

IRB Administrator is responsible for conducting appropriate assessment of submission for triage purposes.

IRB Administrator is responsible for placing completed submissions on the agenda for review by the IRB members.

IRB Co-Chairperson is responsible for supporting and assisting the IRB Administrator in submission triage activities.

APPROVED BY:

President and CEO