
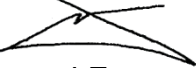
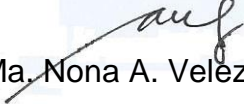
	CEBU INSTITUTE OF MEDICINE – CEBU VELEZ GENERAL HOSPITAL INSTITUTIONAL REVIEW BOARD	
Version 1	SOP 5 MEETING PROCEDURES 5.1 Preparing for a Meeting	Effective Date:

Supersedes:	Previous SOPs
Prepared by:	SOP Team 2019
Reviewed by:	 Dr. Manuel Emerson Donaldo
Reviewed Date:	December 14, 2018
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Date Approved	December 20, 2018
Date Effective:	January 2, 2019





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1. Policy Statement

The CIM-CVGH IRB shall conduct regular meetings once a month on the 3RD Wednesday of each month. Special meetings shall be held to resolve issues that require immediate attention.

2. Objective of the Activity

This activity aims to contribute to a smooth, orderly, and efficient conduct of meetings.

3. Scope

This SOP covers all activities prior to the conduct of an IRB meeting. This SOP begins with the preparation of the agenda and ends with the notification of REC Members and confirmation of attendance.

4. Responsibility

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

5. Process Flow/Steps

ACTIVITY	RESPONSIBILITY
<i>Step 1: Preparation of the agenda (SOP on Preparing the Meeting Agenda - SOP#5.2)</i>	IRB Secretariat
<i>Step 2: Assembly of materials and documents needed for the meeting</i>	IRB Staff
<i>Step 3: Preparation of logistics for the meeting</i>	IRB Staff
<i>Step 4: Notification of IRB Members and confirmation of attendance</i>	IRB Staff



6. Description of Procedures

Step 1: Preparation of the agenda (SOP on Preparing the Meeting Agenda - SOP#5.2)

- The Secretariat shall encode the items to be discussed in the Meeting to include submissions for initial and continuing review using Form 5.2 Meeting Agenda.

Step 2: Assembly of materials and documents needed for the meeting

- The Secretariat shall collect all the documents needed during the full board meeting. These will include, but not limited to, the following:
 - Meeting Agenda (See SOP# 5.2)

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- Attendance sheet
- At least 2 hard copies, and an electronic copy of all submissions on or before the 2nd Wednesday of the month.
- Electronic copies of the minutes of the previous meeting
- Folders of individual IRB member
- Administrative documents, if any
- Letters / Communications, 1 hard and soft copy

Step 3: Preparation of logistics for the meeting

- All meetings shall be held at the IRB Office located at the second floor of Cebu Institute of Medicine.
- The IRB Secretariat shall coordinate with the CIM Technician to prepare the overhead projector, screen.
- Meeting are often scheduled at 12noon – 2 PM. Lunch will be provided for the members.
- The IRB members who attended shall file a Daily Time Record which will be submitted to the Accounting Dept. immediately after the meeting.

Step 4: Notification of IRB Members and confirmation of attendance

- The IRB members shall be notified through email and SMS at least a week before the meeting. The members should confirm their attendance at least 3 days before the meeting schedule.

7. Forms:

None

8. History

<i>Version No.</i>	<i>Date</i>	<i>Authors</i>	<i>Main Change</i>
1	April 6, 2016	IRB members	First draft

9. References

- 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