

ADMINISTRATIVE PROCESS IMPROVEMENT PROJECT

Institutional Review Board (IRB)

The following document was reviewed and approved by the Project Team at a meeting held March 14, 2012.

“TO BE” PROCESS ENABLERS

This contains the key assumptions that are critical to enable the “To Be” process to become a reality.

POLICY AND PROCEDURES

1. In the spirit of achieving **Service Excellence**, we will strive to make the process as simple as possible, while adhering to best practices, policy and regulatory requirements.
2. All participants in a process, across the institution, will adhere to the relevant policies and to the agreed process steps, including published deadlines.
3. Participants in the process will respect the process and will trust it. Roles will be defined and people will follow the processes assigned to their role.
4. Incomplete forms will be returned for resubmission before formal review.
5. At all levels of leadership, leaders will support these policies and will foster a culture of service excellence by their staff, both internally (between units) and to outside constituents.
6. Faculty, Staff and Student investigators, will become familiar with, and adhere to, IRB policies regarding acceptable methods of human subject research protection.
7. IRB will continue to use various channels to communicate policy and practice updates to keep investigators informed. Graduate coordinators will make available information about IRB requirements to graduate students.
8. It is the obligation of each investigator at the University to obtain and maintain CITI certification, including Faculty Advisors supervising student research involving human subjects. Certification is required prior to submitting applications to the IRB.
9. The University will assess the improvements in any process at regular intervals to identify opportunities to further refine and improve the process, identify policy changes and continue the process improvement.

TECHNOLOGY

1. The process will be supported by using available technologies that include online form entry, document scanning, workflow based approvals that will help reduce errors through system controls, links to other systems and ease of use. The new paradigm is one that emphasizes electronic content/data over paper
2. Participants in the process will make optimal use of software to reduce the creation of paper based processes and will make every effort (including training) to exploit the functionality of the software