1. PURPOSE
	1. This procedure establishes the process to conduct monthly—or quarterly if specified—tasks related to the HRPP.
	2. This procedure begins the first business date of each month or quarter.
	3. This procedure ends when evaluations and corrective actions are completed.
2. POLICY
	1. The goal of the quality improvement plan is to achieve and maintain compliance and to achieve targeted levels of quality, efficiency, and effectiveness of the HRPP.
	2. Objectives of the quality improvement program are to:
		1. Improve compliance of minutes with regulatory compliance.
		2. Increase efficiency of recording and finalizing minutes.
	3. The measures of the quality improvement program are:
		1. Results of investigator surveys
		2. Errors on minutes
		3. Results of turnaround time for <Committee Review> and <Non-Committee Review>
3. RESPONSIBILITY
	1. HRPP staff members carry out these procedures.
4. PROCEDURE
	1. Review the results of investigator surveys completed the previous month. This is performed quarterly.
		1. Track the results.
		2. Examine for significant trends.
		3. Design interventions for adverse trend.
	2. Review a sample of minutes of the previous month for compliance with “SOP: Minutes (HRP-108).”
		1. Track the results.
		2. Examine for significant trends.
		3. Design interventions for adverse trend.
	3. Review the turnaround times for committee review and non-committee review.
		1. Track the results.
		2. Examine for significant trends.
		3. Design interventions for adverse trends.
	4. Send the results to the [HRPP Administrator] and [Organizational Official].
	5. Provide IRB members with the Board Meeting Agenda, which includes a list of approvals using the expedited procedure from the previous month approximately a week prior to the IRB Committee meeting.
5. REFERENCES
	1. None