

SOP Number: SOP CW AHC 231	SOP Name: Meeting Scheduling
Location: *Company-Wide Policies	Responsible Department: Research Services
Executive Owner: Executive Director of Research Services	Original Creation Date: 01/18/2022
Effective Date: 04/04/2022	Review Date: 04/04/2022

- I. **SCOPE:** This standard operating procedure (SOP) applies to Institutional Review Board (IRB) staff.
- II. **PURPOSE:** This procedure establishes the process to schedule convened meetings. The process begins when additional meetings need to be scheduled. The process ends when sufficient meetings are scheduled.
- III. **QUALIFIED PERSONNEL:** IRB staff members carry out these procedures.
- IV. **TRAINING:** Not applicable
- V. **SUPPLIES & EQUIPMENT:** Not applicable
- VI. **PROCESS/PROCEDURE:**
 - A. AdventHealth IRB may convene unscheduled meetings to deal with urgent issues that the IRB cannot address in a scheduled meeting, provided members are given timely notification and a justification for convening the unscheduled meeting.
 - B. Create a schedule of meetings at least one month in advance at a frequency specified by the Organization Official.
 - C. Make the schedule available to IRB members and Investigators.
 - D. Notify the following individuals of the updated schedule:
 1. IRB members
 2. Organization Official
- VII. **DEFINITION(S):** For capitalized terms not defined in this policy, refer to CW AHC 107 Definitions in Human Research.

For capitalized designations not defined in this policy, refer to CW AHC 103 Designations in Research.
- VIII. **EXCEPTION(S):** See CW AHC 101 Research Oversight
- IX. **REFERENCE(S):**
ICH-GCP E6 3.3.2
- X. **RELATED DOCUMENT(S) / ATTACHMENT(S):**
 - CW AHC 107 Definitions in Human Research

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Document Title

- CW AHC 103 Designations in Research
- CW AHC 101 Research Oversight
- CW AHC 108 Human Research Protection Program

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