1 PURPOSE
1.1 This procedure establishes the process to conduct quality improvement of the human research protection program.
1.2 The process begins the first business day of each month.
1.3 The process ends when all evaluations have been completed and communicated to those evaluated.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Replaces version dated 9/23/2014.

3 POLICY
3.1 The goal of the quality improvement plan is to achieve and maintain compliance and to achieving targeted levels of quality, efficiency, and effectiveness of the HRPP.
3.2 Objectives of the quality improvement program are to:
   3.2.1 Improve compliance of investigators with their responsibilities.
   3.2.2 Improve compliance of minutes with regulatory compliance.
   3.2.3 Increase efficiency of recording and finalizing minutes.
3.3 The measures of the quality improvement program are defined in:
   3.3.1 CHECKLIST: Investigator Quality Improvement Assessment (HRP-430)
   3.3.2 CHECKLIST: Minutes Quality Improvement Assessment (HRP-431)

4 RESPONSIBILITIES
4.1 IRB staff ensure completion of these procedures.

5 PROCEDURE
5.1 Review the results of “CHECKLIST: Investigator Quality Improvement Assessment” sent out the previous month, track the results, and examine for significant trends.
   5.1.1 If the results demonstrate high variability, implement an intervention to reduce variability.
   5.1.2 If the results are outside performance target, implement an intervention to achieve performance target.
5.2 Complete “TEMPLATE LETTER: Investigator Quality Improvement Assessment” and Send “CHECKLIST: Investigator Quality Improvement Assessment” to 10 investigators.
5.3 Complete “CHECKLIST: Minutes Quality Improvement Assessment” on the minutes of the previous month. Track compliance and the days required to complete minutes.
5.4 Send revised tracking changes to the IRB manager and Organizational Official or designee with a description of any proposed interventions.

6 MATERIALS
6.1 CHECKLIST: Investigator Quality Improvement Assessment
6.2 CHECKLIST: Minutes Quality Improvement Assessment
6.3 TEMPLATE LETTER: Investigator Quality Improvement Assessment

7 REFERENCES
7.1 None