

Potential Procedure for Institutional Implementation of the Final Rule

- 1 Outline the Final Rule by section
- 2 IRB staff reviews each section and determines which of the institution's documents require revision
- 3 IRB staff edits affected documents
- 4 Another IRB staff reviews the revised documents
- 5 An IRB director or institutional leader reviews each revision and develops the training tools as needed

Examples of Institutional Documents:

- SOPs
- Policies
- Checklists
- Worksheets
- Forms
- IRB Minutes Templates
- IRB Determination Letters
- Informed Consent Templates
- Investigator Manual
- IRB Applications

