

The Christ Hospital IRB

Number: 1.14

Submitted By: Emily Humbert

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Reviewed By: Steve Roberts, MD & M. Jennings, MD

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Approved By: Steve Roberts, MD
(I.4.A, I.4.B, I.4.C.)

STANDARD OPERATING PROCEDURE

Community Outreach on Human Subjects Research

POLICY:

The Christ Hospital has the responsibility to provide information and promote understanding of human subjects research for participants, prospective participants and the community. The IRB will develop materials and engage in outreach activities to accomplish this goal.

PROCEDURE

IRB Staff/Chair:

- Designs pamphlets/brochures with input from the hospital PR/Marketing Department, and distributes to appropriate departments and investigators.
- Orders and distributes the OHRP brochure "Becoming a Research Volunteer" to research departments and investigators as needed.
- Maintains a mechanism to receive complaints from participants or others in a confidential manner. (See SOP 3.08 Complaints and Inquiries for Research Participants, Investigators, Research Staff, and the Community.)
- Designs and Maintains TCH IRB website.
- Periodically evaluates information given to prospective research participants for accuracy/updating, and submits updated brochures to the IRB committee for review.
- If an investigator is using recruitment materials for a particular study, reviews and approves all materials as outlined in IRB SOP 2.06, "News Releases or Recruitment Materials Regarding Research".

IRB Committee Members:

- May volunteer for speaking engagements for community groups.
- Provides information to IRB staff of opportunities for education/outreach.
- Reviews and comments on educational information prepared by IRB staff.

Investigators:

- Assures that each consent form contains a contact number for research subjects to use regarding questions, concerns or complaints about his/her rights as a research participant.

- Makes available copies of research brochures provided by the IRB office to prospective participants.
- Provides information, if requested, for outreach education to community groups.
- If using recruitment materials for a particular study, follows guidelines as outlined in SOP 2.06, "News Releases or Recruitment Materials Regarding Research".

REVISION HISTORY:

Date Revised	Reason For Change	Revised By