

	Peregrine Eye and Laser Institute Institutional Review Board
PELI-IRB SOP 27/05-0-2022	SOP 27 Preparation of Communication Records
Version No. 5	
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Supersedes: Previous SOPs of the PELI-IRB	

SOP 27 Preparation of Communication Records

1. Purpose

To describe the procedures for the management of incoming and outgoing communications by the IRB and filing of such records

2. Scope

This SOP covers the procedures related to the management of receiving, processing and filing of IRB communications. This SOP starts with the sorting of incoming and outgoing communications and ends in the filing and storing of such communications

3. Responsibility

It is the responsibility of Staff Secretary under the supervision of the Chair and Member Secretary to document all communications in a logbook or in electronic database, separating protocol-related communications from administrative communications to ensure accountability and an efficient filing of such records for better tracking and retrieval. Incoming communications should be dealt with promptly by the Chair or Member Secretary.

4. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
1	Sort all incoming and outgoing communications	Staff Secretary	Upon receipt of such communications
2	Record the details of the incoming and outgoing communications	Staff secretary	Upon receipt of such communications
3	Act on incoming communications	Chair or Member secretary	1-2 days upon receipt of such communications
4	File communication documents to corresponding binders	Staff Secretary	2 days after receipt of communications

5. Detailed Instructions

Step 1 IRB communications refer to documented communications and can be in the form of hard copy communications or emails. Upon receipt of the communications, the Staff Secretary sorts these incoming and outgoing communications into:

- Protocol and protocol-related communications
- Administrative communications

Step 2 The Staff Secretary organizes a log of incoming and outgoing communications. This log should have at least the following elements

- Date of incoming and outgoing communications
- Name of IRB party contacted
- Content of outgoing communication or incoming communication
- Notation of any follow-up if necessary
- Contact information of sending party
- Name and signature of individual who received the communication and completed the record

Step 3 Upon receipt of the communication from the Staff Secretary, the Chair or Member Secretary acts on this incoming communication within 1-2 days to avoid delay. The Chair signs these communications.

Step 4 Copies of incoming and outgoing communications are filed in their respective folders. The Staff Secretary files the protocol-related communications in the protocol file folder while the administrative communications are filed in the IRB communications folder.

- Protocol file folder
- IRB Communications folder
- Additional folder if needed