

N	SOP: Consultation			
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1 PURPOSE

- 1.1 This procedure establishes the process for the IRB to obtain consultants.
- 1.2 The process begins when the IRB Office staff or IRB member has identified the need for consultation.
- 1.3 The process ends when the consultant has provided additional expertise to the IRB.

2 PREVIOUS VERSION

- 2.1 Revised from previous version 08/01/2015

3 POLICY

- 3.1 The IRB invites consultants with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB.
- 3.2 Consultants with a Conflicting Interest may not provide information to the IRB.

4 RESPONSIBILITIES

- 4.1 For review by a convened IRB, IRB Office staff members carry out these procedures.
- 4.2 For Non-Committee Review, the Designated Reviewer carries out these procedures.

5 PROCEDURE

- 5.1 Identify a consultant with the required expertise who can provide a review. Identify individuals as follows:
 - 5.1.1 IRB members from other committees
 - 5.1.2 Other employees of the institution
 - 5.1.3 External consultants
- 5.2 Contact the consultant and determine availability for review.
- 5.3 Determine whether the consultant has a Conflicting Interest as defined in "SOP: Definitions (HRP-001)." If so, obtain another consultant.
- 5.4 Use "WORKSHEET: Review Materials (HRP-301)" to determine which documents to make available to the consultant so the IRB can obtain the additional expertise needed, and make these documents available to the consultant. If the additional expertise needed does not require review of any materials, no materials need be provided.
- 5.5 For review by the convened IRB:
 - 5.5.1 Make the consultant's written comments available to the IRB members attending the meeting by attaching them in the reviewer comments and then saving them under supporting documents as a private comment.
 - 5.5.2 The consultant's written comments may also be attached in the Submit Committee Review activity, but must be documented in the meeting minutes.
- 5.6 For Non-Committee Review:
 - 5.6.1 Directly obtain the information in writing from the consultant.
 - 5.6.2 Document information received with the name of the consultant in the "Notes" section or "Supporting documents" section of the "Designated Review Submitted" activity.

6 MATERIALS

- 6.1 SOP: Definitions (HRP-001)
- 6.2 WORKSHEET: Review Materials (HRP-301)

7 REFERENCES

- 7.1 21 CFR §56.107(f)



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- 7.2 45 CFR §46.107(f)
- 7.3 28 CFR §512.11(a)(2)
- 7.4 34 CFR 356.3
- 7.5 DoD Directive 3216.02 paragraphs 3.a.(2), 4.b.(2)
- 7.6 ICH-GCP: 2.4, 2.5, 2.13, 3.2.6