	Standard Operating Procedure Number: 304	Title: Guests at IRB Meetings
	Version: 1.0	Effective Date: 6/05/19

1. PURPOSE

This procedure describes and outlines the process for the attendance of non-IRB Board Members at Avera IRB meetings.

2. PROCEDURE

At any given IRB Meeting, various observers may be present. IRB members agree that allowing guests to observe IRB meetings is important to our institution. They also concur on the appropriateness of visiting colleagues attending as guests is for a purpose, such as for consultation or comparing IRB practices. Potential IRB members will also be allowed to attend, as observing one or more meetings is often the best way for people to decide if the IRB is a committee that they want to join. Department of Human Subjects Protections (DHSP) staff members are to attend IRB meetings on an as-needed basis to support the work of the committee. The guidelines apply to Avera staff, students, investigators, and others.

2.1. Guest attendance will be managed by the IRB Staff. Guests attending the meeting will sign a confidentiality agreement at least yearly, and return the signed form to IRB Staff. The following individuals may attend one or more IRB meetings, after approval by IRB Staff:

- a. Students;
- b. Researchers or Avera staff needed to provide information about a study;
- c. Potential IRB members;
- d. Avera staff in the orientation phase of their employment;
- e. Visiting colleagues with a valid purpose for attending.

2.2. The following individuals may attend regularly or occasionally as guests without prior approval. They may request an agenda and/or have access to view materials via the online IRB electronic system.


- Avera Legal Services
- Avera Research Compliance Staff
- Avera Compliance
- Avera Health or Avera McKennan Chief Executive Officer (CEO)

2.3. Expert consultants needed to evaluate the approvability of a project. Those attending the entire meeting, rather than attending to address one item, will sign a confidentiality agreement.

2.4 Principal Investigators (PI's) and co-investigators will be called into the IRB meeting if needed to provide information about a study being reviewed. He or she will come to the meeting only for that purpose, and will leave before the final discussion and vote on the study.

2.5 Avera staff may attend an IRB meeting within the first months of their employment. This is to familiarize them with the IRB process.

2.6 Any guest at an IRB meeting may be asked to leave at any time, at the discretion of the IRB Chair or IRB Manager.

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