

BAYCARE Institutional Review Board**POLICY/PROCEDURE**

TITLE: Video Conference/Skype Convened IRB Meeting Requirements	POLICY NUMBER: IRB-003
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ISSUED FOR: All BayCare, Research and IRB	ORIGINAL ISSUE DATE: 08/19
SPONSORED BY: BayCare Institutional Review Board	REVISION DATE:
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APPROVED BY: Baycare Health System (BCHS) Institutional Review Board (IRB)	

This policy is developed as a guideline to address general circumstances. There may be certain instances in which the exercise of professional judgment and/or discretion warrants taking other actions.

PURPOSE: IRB meetings to be conducted through Video/Skype only when extenuating circumstances prevents the PI from physically attending an IRB scheduled meeting.

The Office of Human Research Protection (OHRP) regulations at 45 CFR 46.108(b) require that Institutional Review Boards (IRBs) "review proposed research at convened meetings at which a majority of the members of the IRB are present"

Wherever possible, OHRP strongly recommends that such meetings take place with all participating IRB members physically present. However, OHRP recognizes that circumstances sometimes warrant conducting IRB meetings via Skype conference call.

"IRB members may participate in a convened meeting of the IRB via video conferencing provided that each participating IRB member (i) has received all pertinent material prior to the meeting, and (ii) can actively and equally participate in the discussion of all protocols. Minutes of such meetings must clearly document that these two conditions have been satisfied in addition to the usual regulatory requirements (e.g., attendance, initial and continued presence of a majority of members, including at least one nonscientist member; actions taken by the IRB; the vote on such actions; discussion and resolution of controverted issues) and who participated in the convened meeting via an alternative mechanism, such as telephone or video conferencing."

POLICY: All Skype presentations to the BayCare IRB should have audio and video clarity in order to be acceptable to the IRB. In the event the IRB deems the presentation inaudible, the presenter must represent at the next scheduled IRB meeting or at another scheduled meeting at his/her convenience.

Principal Investigators/Study Personnel can attend a scheduled IRB meeting at any of its three locations throughout BayCare (Winter Haven Hospital, St. Joseph's Hospital or the BayCare System Office (BSO). The BCHS IRB schedule and physical meeting location can be found on the BayCare Intranet.

The IRB members are assigned specific studies for their review with accessibility to all studies submitted to the board. At least two reviewers on the IRB committee primary purpose is to review the complete study submission assigned to them.

Presenters should make ready to provide a 5 minutes synopsis of their study at the IRB meeting to all of the board members. Questions may be asked of the presenter to promote a clearer and personal understanding of the research; as well as to clarify any concerns that the IRB may feel appropriate in the protection of the welfare of the research subject, the PI and/or the institution.

PROCEDURE: Due to the three locations simultaneously interacting during the IRB meeting, the presenter will experience a delay in transition to all locations. Speak up, speak clearly and indicate to the board when your presentation is completed. The board members will follow-up with questions when directed by the co-chair. All Skype audio should be muted unless during presentation so that background noises will not interfere with the audio reception at other sites. When asked a question by the board members, please remember to unmute your equipment to respond to the question.

At the end of the questions and answers from the board, the co-chair will notify the presenter that the question and answer period is over and that the IRB office will be in-touch if any further questions require clarification and if not, an approval will be issued for the study.