

# Median IRB Review Duration Driver Diagram v1.1

## Strategies

## Drivers

1. Engaged and supported investigators create high-quality applications and respond to inquiries in a timely manner

- Increase investigator awareness of available hub support services (faculty meetings, symposia/fairs/expo, optimize web site, partner with marketing)
- Provide investigators with:
  - Application templates
  - Frequently Asked Questions (FAQs)
  - Flowchart depicting the IRB process
  - Tip sheet on how to improve an application
  - Submission checklists
  - Exemplar protocols and consent forms
  - Periodic updates and tips, e.g., in a newsletter
- Conduct training in the IRB application process for investigators and staff
- Provide support during application preparation (drop-in clinics, consultation services, Navigator)
- Provide pre-screening / pre-review services
- Provide feedback on rejected submissions
- Reduce stipulations (to encourage rapid investigator responses)

2. IRB staff and review committees are sufficient and appropriate with optimized workloads

- Assess for staff member & IRB Board member training needs and provide appropriate training
- Assign a single coordinator to support a study through the entire process
- Develop and follow Standard Operating Procedures for each step of the process
- Increase the number of review panels/committees (and/or frequency of meetings)
  - Increase meeting frequency further during high-demand periods

3. Waste and redundancy are identified and eliminated

- Use quality improvement tools to clearly understand steps in the process and identify potential waste or bottlenecks (Process workflow mapping, Root cause analysis, LEAN / Six Sigma)
- Set targets for the duration of specific steps in the process
- Identify & remove redundant & non-essential questions from the IRB application
- Avoid process stagnation by engaging in parallel reviews

4. Use of appropriate technology is optimized

- Utilize an electronic IRB submission and tracking system
  - Improve online instructions at the time of data entry
- Program electronic reminders for outstanding responses to inquiries

5. Processes are improved based on feedback from researchers and system metrics

- Post turnaround time metrics on a public-facing website
- Elicit feedback from investigators on their experience with the process at the time of each IRB approval
- Hold focus groups with small groups of investigators
- Assess protocols with particularly long TAT for commonalities, potential remedies

### Common Metric Aim

Improve the median number of calendar days from the official IRB application receipt date to the official IRB final approval date for fully reviewed protocols