



ST. PAUL'S HOSPITAL OF ILOILO, INC.

General Luna Street, Iloilo City 5000 Philippines

Tel. Nos. (033) 337 2741-49 Fax. No. (033) 338 0676

www.sphi.com.ph sphiloilo@gmail.com

1
2
3
4
5
6
7
8

INSTITUTIONAL REVIEW BOARD
Minutes of the Meeting SPH.IRB-00_ - 20__
(Form 6.1)
Date

ATTENDANCE:

Present IRB Members and Staff:	Present Guest	Absent:
Name, position, expertise, lay/medical, affiliated/non-affiliated, male/female		
Name, position, expertise, lay/medical, affiliated/non-affiliated, male/female		
Name, position, expertise, lay/medical, affiliated/non-affiliated, male/female		

9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

PROCEEDINGS:

- I. Opening Prayer**
_____ led the opening prayer.
- II. Call to Order**
Dr. Jaime Manila called the meeting to order at _____.
- III. Determination of the Quorum**
The Chair declared a quorum with _____ members from the different sectors present:
- IV. Approval of the Agenda**
Upon the motion of _____ the agenda was approved and seconded by _____.
The IRB passed the agenda: **SPH.IRB-00_ - 20_.**
- V. Reading and Approval of the Minutes of the Previous Meeting**

25 Upon the motion of _____ the minutes of the previous meeting was approved
 26 and it was seconded by _____. Thus, the IRB passed the Minutes of the Meeting:
 27 **SPH.IRB-00_ - 20__**.
 28

29 **VI. Business Arising From the Minutes of the Meeting**

30
 31 **VII. Disclosure of Conflict of Interest among Members:**

32

33 **VIII. Protocol Review**

34

35 **A. New Protocols for Initial Review of Full Board.**

IRB Protocol #			
Protocol #			
Protocol Title:			
Principal Investigator:			
Primary Reviewers:			
Name of Sponsor:			
Documents:			
Date of submission			
Specify elements of review (under Issue) i. Scientific review ii. Ethical Considerations iii. ICF Review	elements of review	findings	recommendations
Summary of Findings and recommendations			
Decision:			
Documentation of voting			

36

37 **B. Review of SJREB Protocols**

IRB Protocol #	
Protocol #	
Protocol Title:	

Principal Investigator:			
Primary Reviewers:			
Name of Sponsor:			
Documents:			
Date of submission			
Specify elements of review (under Issue)	elements of review	findings	recommendations
i. Scientific review ii. Ethical Considerations iii. ICF Review			
Summary of Findings and recommendations			
Decision:			
Documentation of voting			

38

39

C. Report on the Results of the Expedited Review

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

40

41

D. Exempt from Review Protocols

IRB Protocol #	
Protocol #	
Protocol Title:	

Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

42

43

E. Resubmission:

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Date of initial submission	
date of initial review	
Date of resubmissions	
Documents:	
Issue:	
Decision:	

44

45

F. Amendments:

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
specify the amendment	
type of amendment	

Issue:	
Decision:	

46
47

G. Progress Reports.

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

48

H. Early Termination Report.

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

50
51

I. Application for Continuing Review

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	

Documents:	
Issue:	
Decision:	

52

53

J. Final Reports

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Date of permanent closure of the study/research	
Date when the final report was received:	
Documents:	
Issue:	
Decision:	

54

55

K. SAE Reports

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Sponsor:	
Documents:	
indicate the elements of review i.e. type of SAE/SUSAR, indicate onsite, relatedness to intervention, outcome of SAE on the participant,	

how SAE was managed	
Issue:	
Decision:	

56

57 **L. Protocol Deviations and Violations**

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

58

59 **M. Site Visit**

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

60

61 **N. Queries and Complaints**

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	

Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

62
63

O. Appeal

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

64
65
66

P. Reports on Negative Events (RNE)

IRB Protocol #	
Protocol #	
Protocol Title:	
Principal Investigator:	
Primary Reviewers:	
Sponsor:	
Documents:	
Issue:	
Decision:	

67
68
69

Q. Other Reports

IRB Protocol #	
Protocol #	

Protocol Title:	
Principal Investigator:	
Sponsor:	
Documents:	
Issue:	
Decision:	

70

71

72 **IX. Other Matters**

73

74

75

76

77 **X. Adjournment:**

78 There being no matters to discussed, the meeting adjourned at _____.

79

80

81 **Prepared By:**

82

83 _____

84 IRB Member- Secretary

85

86 **Attested by:**

87

88 _____

89 IRB Chair