1 PURPOSE
1.1 This procedure establishes the process for ensuring that members of the HRRC and HRPO staff have access to and receive regular training in the use of web-based systems/software for reviewing study-related documents related to the role of each individual in the review process.
1.2 The process begins when a validated software system has been implemented for use in any aspect of the HRRC review process.
1.3 The process ends when the use of the software has been discontinued and any archived information/ functionality existing in the associated database has been transferred and validated for information transfer fidelity.

2 REVISIONS FROM PREVIOUS VERSION
2.1 Correction of spelling, grammatical errors throughout SOP
2.2 Replaced all references from “IRB” to “HRRC”

3 POLICY
3.1 Computerized systems that are used to create, modify, maintain, archive, retrieve or transmit data and/or study records associated with a submission for HRRC review must comply with federal regulations for the validation and use of the software.

4 RESPONSIBILITIES
4.1 The Institutional Official or designee, as appropriate is responsible for ensuring that new software for HRRC or HRPO review or operations is appropriately reviewed by users, validated, and compliant with regulatory and accrediting agency regulations and guidance.
4.2 The Institutional Official or designee is responsible for ensuring that adequate training and resources for new software impacting HRRC or HRPO review or operations is available and provided to all users of the software.
4.3 All HRPO staff must complete initial training, demonstrate and maintain competency in the use of the software systems implemented by the HRPO.
4.4 All HRRC members (regular and alternate) must complete initial training, demonstrate and maintain competency in the use of the software systems for review of submissions implemented by the HRPO.
4.5 The HRPP Director or designee is responsible for ensuring and documenting that HRPO staff and HRRC committee members have met software training requirements as part of the employee/ committee member evaluation process.
5 PROCEDURE
5.1 HRPO staff members and HRRC reviewers are required to complete comprehensive training in the use of all software modules necessary for the employee or committee member to engage in the user roles associated with the job description for the employee or the responsibilities for HRRC review.
5.2 HRRC members will demonstrate competency through completion of training and competency training before being issued a user account. Competency tests will be retained.
5.3 HRPO staff members will demonstrate competency through interactive training as determined by the HRPP Director and documented in the annual performance review.
5.4 New study submissions and all study-related activity will be entered and documented via the appropriate website portal and the associated database will be the primary repository for all study-related data.
5.5 If the website portal is compromised temporarily, newly submitted study documents will be processed and reviewed via other means (for example, via email) and the study record will be temporarily housed in the appropriate secure network drive until the study can be uploaded onto the website portal.

6 MATERIALS
6.1 None

7 REFERENCES
7.1 New HRRC member checklist
7.2 University of New Mexico Staff Performance Review
7.3 Click IRB Reviewer Workbook
7.4 Learning Central Click IRB Training