

OEQCR Resource Management

HUMAN RESEARCH PROTECTION

Number **10** Version Date **19 AUG 2022**
Resource type **SOP - Administrative**

Objective

This procedure establishes the process to review, create, revise, and retire standard operating procedures (SOPs) and other resources for the Office for Education and Quality in Clinical Research (OEQCR).

The OEQCR staff will use this procedure to conduct a review of the OEQCR resources to determine that a resource needs to be created, revised, or retired.

Responsibilities

The OEQCR Director or designee, in collaboration with other OEQCR staff, as applicable, manages the procedures described below to review, create, revise, or retire an OEQCR resource.

Procedures

Review the OEQCR resource:

Changes to regulations and guidelines, institutional policies, or Hennepin Healthcare current practices may require a new resource or a revision to a resource.

- The OEQCR Director and other OEQCR staff will review information, any applicable regulations, and institutional policies to decide if a resource needs to be created or revised.
- The OEQCR Director determines when to retire an OEQCR resource.

To create a new resource:

1. OEQCR Director confirms that a new resource should be created.
2. Assign a number, type, and title in the master list workbook; The master list is stored in the OEQCR network drive: **Resource Management\OEQCR Master List**
3. Draft the new resource (this is completed by the Director in collaboration with other designated staff)
4. OEQCR staff will collaborate and review the changes; tracked changes will be used for any edits
5. Director will make final approval
6. Once the resource is approved:
 - a. Update the master list, as appropriate
 - b. Save final version of the resource in the OEQCR network drive, in the applicable resource folder
 - c. Update the OEQCR website, as appropriate
 - d. Communicate the new resource, as appropriate

- e. Implement training related to the new resource, as appropriate

To revise an existing resource:

1. Confirm with OEQCR Director that a resource should be revised
2. Draft the revisions using tracked changes
3. Route the draft of the revised resource to the OEQCR Director for review
4. Manage the editing process with the OEQCR Director, as applicable
5. Once the revised resource is approved:
 - a. Update the master list, as appropriate
 - b. Archive the prior version in the OEQCR network drive: Resource Management\Archive
 - c. Save final version of the resource in the OEQCR network drive: Resource Management\Active
 - d. Update the OEQCR website, as appropriate
 - e. Communicate the revised resource, as appropriate
 - f. Implement training related to the revised resource, as appropriate

Retire a resource as follows:

1. Confirm with OEQCR Director that a resource should be retired
2. Update the master list, as appropriate. The master list is stored in the OEQCR network drive: **Resource Management/OEQCR Master list**
3. Archive the retired resource in the OEQCR network drive: **Resource Management\Archive**
4. Update the OEQCR website, as appropriate
5. Communicate the retired resource, as appropriate
6. Implement training related to the retired resource, as appropriate

Resource Gallery organization

The OEQCR Resource list is organized as follows:

| Numbering level | Resource type |
|-----------------|---|
| 10-19 | SOPs Administrative |
| 20-29 | SOPs Compliance |
| 501 | Guidance in HRPO 501 Manual – Sections listed |

References

- OEQCR website: <https://www.hhrinstitute.org/researcher-resources/office-for-education-quality-in-clinical-research/>
- OEQCR network drive full path: N:\Resource Management\Active\ OEQCR 10-19 SOP Administrative

Revision history

| Version date | Summary of substantive revisions |
|--------------|---|
| 19 AUG 2022 | Update to reflect updated process for naming/numbering conventions, creation/revisions to resource documents and alignment with HRPO process changes; other minor revisions for clarity and formatting. |
| 06 AUG 2008 | Origination |