

HRPP Resources and Outreach

HUMAN RESEARCH PROTECTION

Number **11** Version Date **30 AUG 2022**
Resource type **SOP - Administrative**

Objective

Describe the processes for maintaining adequate resources for support of the Human Research Protection Program (HRPP) and provision of outreach to participants, prospective participants and the public.

Responsibilities

It is the responsibility of the HRPP to ensure that enough resources are available and allocated to ensure the protection of human participants. HRPP also takes on the responsibility to provide information to prospective participants about medical research in general and information about the specific research being conducted on the HHS/HHRI campus.

Resources Procedures

The Hennepin Healthcare Research Institute (HHRI) will follow and refine procedures to assess and readjust resources for the support of the HRPP.

1. HHRI Administrative Management Committee meetings will be conducted monthly to discuss operational and budgetary issues, needs, or changes, and short- and long-term future goals. Attendees include senior representatives of the following offices:
 - Operations
 - Communications
 - Finance
 - Grants and Contracts Office
 - Human Resources
 - Information Systems
 - Office for Education & Quality in Clinical Research (OEQCR)
 - Purchasing
 - Veterinary Services
 - Human Research Protection Office (HRPO)
2. Short-term (one year duration) and long-term operational and budgetary planning will begin in the third quarter of each year. Planning will be based on needs, requests, and feedback identified by members of the Administrative Management Committee and HHRI staff. Items that will be addressed include, but are not limited to:
 - Space
 - Personnel
 - HRPP education programs

- Legal counsel
- Conflict of interest
- Quality improvement planning
- Community outreach
- IRB/HRPO resource planning

Outreach

Outreach is key to connecting with potential participants, current participants, and the public. Outreach is accomplished in many ways at HHRI. One of those ways is the HHRI website which contains many options for participants to learn more about medical research and specific research taking place at HHRI. HHRI's outreach webpages include:

"Patients and Community" - contains several ways for potential participants and the community to get connected and learn more about research. Links include:

- General information about medical research
- Volunteering for a study
- Patient Advocacy
- HHRI Research Highlights

"Our Research" - provides information about the investigators and research groups conducting research on campus.

"Newsroom" - provides recent articles and information including press releases, recent grant awards, media coverage, communication resources, research community resources, and general research news

"About Us" – provides information about HHRI's Mission, Vision, and Values along with links to other key pieces of information about the institution.

Other Outreach Activities

HHRI's Podcast - The Y podcast focuses on showcasing research happening at HHRI and the staff who make research happen. They explore institutional process as well as ongoing projects. The webpage that houses past podcasts: [HHRI's Podcast: Y - Hennepin Healthcare Research Institute \(hhrinstitute.org\)](https://www.hhrinstitute.org/podcast) also provides an option for submitting answers to specific questions or connecting with general comments or questions.

Outreach Procedures

1. The HRPP will collaborate with the HHRI Corporate Communications Manager in evaluating and updating applicable information and pages on the HHRI website to ensure the latest information and links are available.
2. The HHRI Communications Manager will update the HHRI website with varying articles, posts, and videos to allow current and prospective participants and the community to observe various aspects about the

research process. Researcher publications, based on sponsored research projects, are posted annually on the HHRI website.

3. Website analytics will be collected at the time of the annual assessment for the HRPP (OEQCR SOP 12). Data will be collected for the following web pages and/or links:
 - About Us
 - Our Research - with a focus on the main institutional focus areas
 - Newsroom
 - About Medical Research - link found on the Patients and Community webpage
 - Volunteer for a Study - link found on the Patients and Community webpage
 - Becoming a Research Volunteer Brochure - link found within the Volunteer for a Clinical Study link
 - How Are You Protected? AAHRPP Accreditation link found on the Patient Advocacy webpage

4. The OEQCR contact information will be publicly available on the HHRI website for current, prospective, or past research participants to discuss problems, concerns, or questions; obtain information; or offer input with an individual who was unaffiliated with the specific research protocol. Items that may be discussed include, but are not limited to:
 - Explanations concerning the research process
 - Providing information about clinical research conducted at HHRI
 - How and where to find studies based on the caller's needs
 - Discuss problems, concerns, or questions

As appropriate to the content of the call, callers may be referred to the HRPO, Principal Investigator, applicable research personnel, or federal websites for more information.

5. Those who connect with OEQCR for information are logged into the OEQCR database. Information includes the nature of the question and answers/direction given to the caller. Uncharacteristic or worrisome findings will be shared immediately with the Institutional Official, the Vice Chair of the HRPO, or the Principal Investigator as appropriate. Data collected will include, but not be limited to:
 - Number of individuals looking for research participation opportunities and type of opportunities requested (i.e., phase I, hypertension)
 - Number of individuals looking for information concerning clinical research
 - Individuals looking for volunteer opportunities within HHRI
 - Complaints received from research participants
 - Resolution to all inquiries

References

- HHRI website: [Home - Hennepin Healthcare Research Institute \(hhrinstitute.org\)](http://hhrinstitute.org)
- HHRI webpages: [Patients & Community](#); [Our Research](#); [Newsroom](#); [About Us](#)

Revision history

Version date	Summary of substantive revisions
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30 AUG 2022 Update to include additional outreach activities and changes to activity references; updates to reflect changes to process for naming/numbering conventions; other minor revisions for clarity and formatting.

29 JAN 2020 Administrative changes for institutional name change.

02 NOV 2009 Origination
