



## 1 PURPOSE

1.1 This document describes the policies and procedures for developing, implementing, and revising policies and procedures for the UW Institutional Review Board (IRB) and the Human Subjects Division (HSD).

## 2 POLICIES

2.1 HSD has and maintains written policies and procedures for the major functions of the UW IRBs and HSD. As required by federal regulations, this includes procedures which the IRB will follow for:

- 2.1.1 Conducting its initial and continuing review of research and for reporting its findings and actions to the investigator and institution;
- 2.1.2 Determining which projects require review more often than annually and which projects need verification from sources other than the investigators that no material changes have occurred since previous IRB review; and
- 2.1.3 Ensuring prompt reporting to the IRB of proposed changes in a research activity, and for ensuring that such changes in approved research, during the period for which IRB approval has already been given, may not be initiated without IRB review and approval except when necessary to eliminate apparent immediate hazards to subjects.

2.2 HSD and IRB policies and procedures must be consistent with:

- 2.2.1 Applicable federal and state regulations;
- 2.2.2 The terms of the UW's Federalwide Assurance (FWA);
- 2.2.3 UW Executive Order No. 24.

2.3 The HSD Director has delegated authority from the Vice Provost of Research to develop, implement, and revise policies and procedures for the IRB and HSD (Reference 7.3).

- 2.3.1 The HSD Director is expected to consult with other UW offices, groups, and individuals in developing policies and procedures, and in interpreting regulations and regulatory guidance.

2.4 As established by the Vice Provost for Research (Reference 7.3), policies must have the written concurrence of the Institutional Official listed on the UW's FWA.

2.5 Procedures should provide sufficient step-by-step description with key operational details so that an independent observer can understand how HSD and the IRB operate and conduct their major functions.

# Policy And Procedures Manual Samples

**G Psacharopoulos**

## **Policy And Procedures Manual Samples:**

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies. Covering more than 100 of today's most pressing events, this manual helps practice administrators and managers set procedures and policies for managing operational, financial and risk issues as well as personnel disaster planning and exposure control. **Handbook of Institutional Pharmacy Practice** Thomas R. Brown, 2006 This comprehensive text provides fundamental information on a broad spectrum of essential topics in health system pharmacy practice. From an overview of health delivery systems and hospital pharmacy through various practice settings such as home care, long term care, hospice and palliative care, ambulatory care and managed care, this text focuses on various elements important to health system pharmacies. The **Handbook of Institutional Pharmacy Practice** is the first step in developing a career in pharmacy and provides opportunities for study in career enhancement. New chapters included in the fourth edition: Integrity of the Drug Supply, Overview of the History of Hospital Pharmacy in the United States, Interprofessional Teams, Collaborative Practice Models, Development, Implementation and Monitoring Therapeutic Plans and Evidence Based Medicine.

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**How to Write an Effective Policy and Procedure Manual and Employee Handbook** Gene Levine Associates, 2012 Discusses the need for establishing policy and procedural manuals for management and human resources purposes. Provides samples and

instructions for policy and procedure manuals and employee handbooks CD ROM offers prewritten documents which can be edited *Administering the School Library Media Center* Betty J. Morris,2010-08-16 This is the most comprehensive textbook on school library administration available now updated to include the latest standards and address new technologies This reference text provides a complete instructional overview of the workings of the library media center from the basics of administration budgeting facilities management organization selection of materials and staffing to explanations on how to promote information literacy and the value of digital tools like blogs wikis and podcasting Since the publication of the fourth edition of Administering the School Library Media Center in 2004 many changes have altered the landscape of school library administration the implementation of NCLB legislation and the revision of AASL standards just to mention two The book is divided into 14 chapters each devoted to a major topic in school library media management This latest edition gives media specialists a roadmap for designing a school library that is functional and intellectually stimulating while leading sources provide guidance for further research

*Ethics for Massage Therapists* Terrie Yardley-Nohr,2007 This text gives instructors and students a structured format for teaching and learning ethics and standards of practice for massage therapy Discussion topics include core industry standards of practice laws morals rules and regulations It is an ideal textbook for ethics courses in massage therapy programs and prepares students for the ethics questions on the National Certification Exam The book guides students through the process of putting ethical standards into practice and explains what is expected of them in a professional setting Role playing exercises and example scenarios prepare students for situations and dilemmas that arise in practice

*Fundamentals of Sleep Technology* Teofilo Lee-Chiong, M.D.,2012-06-01 Fundamentals of Sleep Technology provides a thorough understanding of the use of polysomnography and other technologies in the evaluation and management of sleep disorders Coverage includes in depth reviews of the neurophysiology and cardiopulmonary aspects of sleep along with the pathophysiology of sleep disorders Detailed sections on polysomnography include recording procedures identifying and scoring sleep stages and sleep related events and report generation Chapters discuss therapeutic interventions including positive airway pressure supplemental oxygen surgical and pharmacologic treatments and patient education A section focuses on pediatric sleep disorders and polysomnography Also included are chapters on establishing and managing a sleep center and accrediting a sleep program Fundamentals of Sleep Technology is endorsed by American Association of Sleep Technologists AAST AAST committees oversaw the development of this book defining the table of contents recruiting the Editors and providing most of the contributors

**A Manual of Sample Police Operating Procedures** Pennsylvania. Dept. of Community Affairs,Karen A. Withers,1989 **Accounting Policies and Procedures Manual** Steven M. Bragg,2007-09-17 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the

new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry *Construction Operations Manual of Policies and Procedures 5E (PB)* Sidney M. Levy, Andrew M. Civitello, 2014-01-29 The latest tools and techniques for successfully managing construction operations CONSTRUCTION Fully revised throughout the new edition of this practical guide offers a wealth of proven strategies for effectively running a construction business delivering high quality projects on time and within budget and maximizing profits all gleaned from the authors decadeslong experience in the construction industry Construction Operations Manual of Policies and Procedures Fifth Edition contains new chapters on Building Information Modeling BIM and claims disputes arbitration and mediation More than 150 new and updated contract formats checklists forms and sample letters are included The book also provides current OSHA safety regulations and standards and the latest LEED Certification requirements Run a profitable and efficient construction firm with help from this time saving resource COVERAGE INCLUDES Company organization and quality assurance program Company and project administration General contracts Project engineering Site superintendence Safety and loss control Design build project administration The preparation and processing of change orders Claims disputes arbitration and mediation Progress schedules and funds analysis Building Information Modeling Green buildings and sustainability

#### **Guidelines for the Development of Policies and**

**Procedures** American Correctional Association, 1988 **Medical Laboratory Management and Supervision** Lionel A. Varnadoe, 1996 A textbook for college students intending to enter leadership positions in medical laboratories a study guide for laboratory workers preparing for a management certification examination or a self study tutorial for those familiar with the technical and medical aspects of the laboratory who would like to know more about its management Includes sample exam questions for each section Annotation copyright by Book News Inc Portland OR

#### **The 50 Essential JCAHO Survey Policies and Procedures** Diana L. Arendt, 2004 **Sample Policies**, 1993 **Handbook of Institutional Pharmacy**

**Practice**, 1992 **Implementing Quality in Laboratory Policies and Processes** Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Laboratory Policies and Processes Using Templates Project Management and Six Sigma provides templates for the various policies procedures and forms that should be contained in the quality assurance operational and technical manuals of a laboratory seeking accreditation Templates for the entire project life cycle The book begins with a general introduction and

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,1992     **Hospital Manuals** Paula Cryderman, Canadian Hospital Association, 1983     **Yearbook for ... Guide to Services and Staff for ...** Illinois Association of School Boards, 1995     **Administrative Rules Procedures Manual** ,2014

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