

Preparations for the AAHRPP Site Visit Sample Agendas for Initial Accreditation or Reaccreditation



The table below provides example site visit agendas that may be similar to those requested by AAHRPP for your VA Human Research Protection Program (HRPP). It is designed to help you prepare for the AAHRPP site visit and has been created from site visit agendas at other VA Human Research Protection Programs (HRPPs). If you have questions concerning your VA HRPP's site visit agenda when you obtain it from AAHRPP, such as needing to change times of scheduled interviews for a particular group or change the selected individuals, please contact AAHRPP prior to the site visit.

VA Facility with a HRPP and its own IRB or VA Facility using an IRB of an *Academic Affiliate <i>*Not Planning to Obtain AAHRPP Accreditation</i>			
Day 1:			
Start	End	Min	Topic
8:00	8:15	15	Introduction of People and to AAHRPP
8:15	8:30	15	Program Overview
8:30	9:00	30	Organizational Questions
9:00	10:30	90	Records Review
10:30	11:20	50	Principal Investigators
11:20	11:30	10	Executive Session
11:30	12:20	50	Principal Investigators
12:20	1:50	90	Records Review and Lunch
1:50	2:40	50	IRB Members (Scientific)
2:40	2:50	10	Executive Session
2:50	3:40	50	IRB Members (Non-Scientific)
3:40	3:50	10	Executive Session
3:50	4:40	50	IRB Chair
4:40	5:00	20	End of Day Session with Application Contact

VA Facility with a HRPP using an IRB of another VA Facility or an IRB of an *Academic Affiliate <i>*AAHRPP Accredited or Plans to Obtain AAHRPP Accreditation</i>			
Day 1:			
Start	End	Min	Topic
8:00	8:15	15	Introduction of People and to AAHRPP
8:15	8:30	15	Program Overview
8:30	9:00	30	Organizational Questions
9:00	10:30	90	Records Review
10:30	11:15	45	Principal Investigators
11:15	11:20	5	Executive Session
11:20	12:05	45	Principal Investigators
12:05	1:35	90	Records Review and Lunch
1:35	2:20	45	Research Staff for Principal Investigators
2:20	2:25	5	Executive Session
2:25	2:55	30	Research Compliance Officer
2:55	3:00	5	Executive Session
3:00	3:40	40	Person In Charge of HRPP
3:40	3:45	5	Executive Session

Preparations for the AAHRPP Site Visit

Sample Agendas for Initial Accreditation or Reaccreditation (Continued)

VA Facility with a HRPP and its own IRB or VA Facility using an IRB of an *Academic Affiliate <i>*Not Planning to Obtain AAHRPP Accreditation</i>			
Day 2:			
8:00	8:30	30	The Research and Development Committee Chair
8:30	9:00	60	Research Compliance Officer
9:00	10:00	60	Records Review
10:00	10:50	50	Research Staff for Principal Investigators
10:50	11:00	10	Executive Session
11:00	11:20	20	IRB Coordinator
11:20	11:40	20	Representative from Pharmacy
11:40	12:40	60	Records Review and Lunch
12:40	1:10	30	VA Medical Center Director
1:10	1:30	20	Legal Counsel to the IRB
1:30	1:50	20	Chief of Staff
1:50	2:10	20	Associate Chief of Staff for Research
2:10	3:10	60	Executive Session
3:10	4:40	90	Lead Contact Review
4:40	5:00	20	Closeout

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3:45	4:05	20	Representative from Pharmacy
4:05	4:25	20	Chair, Conflict of Interest Committee
4:25	4:45	20	Person in Charge of Scientific Review
4:45	5:00	15	End of Day Session with Application Contact
Day 2:			
8:00	8:20	20	Person in Charge of Contracts-Funding Agreements
8:20	8:40	20	Legal Council to the IRB
8:40	9:00	20	VA Medical Center Director
9:00	10:10	70	Executive Session and Records Review
10:10	11:40	90	Lead Contact Review
11:40	12:00	20	Closeout