

<b>SUBJECT: Board of Directors</b>		Standard Operating Procedure #3
Date: May 2011	<b>PREPARED BY:</b>	Allen Foundation Series
Page 1		<b>APPROVED BY:</b> John Doe Manager

## PROCEDURE

### Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
  - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
  - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
  - b. Put originals in the Foundation book.
4. Day before the meeting:
  - a. Call each Board member to see if he/she will be attending.
  - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
  - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
  - a. Type the minutes and have the staff review them.
  - b. Have the secretary/treasurer sign the minutes at the next meeting.
  - c. Make copies for all Board members to send out in the packet.
  - d. Put the original minutes in the Foundation notebook.

# Sample Standard Operating Procedure Manual Template

**Shasha Hu**



## **Sample Standard Operating Procedure Manual Template:**

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Author:2- DR. S SRINIWAS, PREFACE Clinical data management serves as the cornerstone of modern therapeutic development ensuring that every datum collected curated and analyzed faithfully represents the patient experience and underpins sound scientific conclusions In Clinical Data Management A Comprehensive Guide to Best Practices we embark on a journey that begins with the fundamental principles of data integrity quality assurance and regulatory compliance and progresses through the hands on execution of study setup database design coding conventions and query management This guide is written for the clinical research professional who seeks both high level insight and practical actionable guidance whether you are designing your first case report form implementing an electronic data capture system or harmonizing data from multiple global sites Drawing upon decades of industry experience and lessons learned from regulatory inspections and real world trials we illuminate the processes that safeguard patient safety and ensure the credibility of trial outcomes from the meticulous mapping of protocol requirements to database specifications through risk based monitoring strategies and vendor oversight to the final lock and archival of the clinical database Along the way you will find clear explanations of industry standards such as CDISC s SDTM and ADaM models ICH E6 R3 guidance and evolving trends in real world evidence and decentralized trials Each chapter highlights best practices common pitfalls and emerging technologies such as automation in data cleaning AI driven query resolution and blockchain for audit trails so that you can adopt innovations without compromising compliance Whether you lead a small data management team or oversee enterprise wide operations this book empowers you to establish robust governance optimize workflows and foster a culture of continuous improvement By the end of this guide you will not only master the technical toolkit required for modern clinical data management but also appreciate how rigorous data practices translate into faster study timelines cost savings and ultimately more reliable evidence to guide patient care It is our hope that this work becomes your trusted companion in the pursuit of excellence helping you to navigate complexity with confidence and to deliver on the promise of data driven innovation in clinical

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*The ^ATransformation of Human Rights Fact-Finding* Philip Alston,Sarah Knuckey,2015-11-23 This book offers a multidisciplinary approach to the study of fact finding including rigorous and critical analysis of the field of practice as well as providing a range of accounts of what actually happens It aims to deepen the study and practice of human rights investigations and fosters fact finding as a discretely studied topic while mapping crucial transformations in the field



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