**MyIRB Tip: Updating Vs Adding Informed Consent Forms**

If you are responding to a reviewer’s comments or submitting a new revision, please note the distinction between updating and adding new consent forms.

For example, if you are modifying the consent form in response to IRB recommended changes, or are making changes to the current form, please click on the ‘Update’ button.

If a reviewer asks you to use a separate screening ICF, or you are adding a control group, please click on the ‘Add’ button in order to include the additional form.

Please do not click ‘Add’ unless an additional, separate ICF is needed. Multiple versions of the same ICF are confusing and can make ICF version control problematic.
Chart Review Corner: Protection For Identifiable Information vs Data De-identification

To provide additional guidance for chart review submissions, this Chart Review Corner will be included in the IRB Newsletter from time-to-time to address common discrepancies or issues with this type of submission.

Frequently, chart review submissions are sent back to researchers to detail their data protection and de-identification plans; however, there is a distinction between the two.

(a) Many researchers state that the chart review data set will not contain names, medical record numbers, or dates; whereas, the data will be labeled by a unique study/subject ID that will be linked to a separate master-code document stored on a secure password-protected department share drive that will only be accessible by the study team. Please, however, note that this is your plan for protecting identifiable information, not de-identification. The data is not readily identifiable but it is not de-identified because the separately stored code key still exists.

(b) The data de-identification plan should detail your process for destroying the identifiers, including “how and when”. For example, all dates of birth/service will be converted to ages/time periods, AND the master-code key that contains the identifiers will be destroyed once data collection is complete by deleting the document. The data becomes de-identified once the code key is destroyed because there is no way to re-identify the data.

Education Opportunity
IRB Boot Camp in Jacksonville
November 5th, 2019, 11:00 AM – 1:00 PM

Presented by:
Jamie Mayfield
IRB-01 Research Regulatory Manager
Details TBA

For additional information, or to RSVP, please contact Jamie Mayfield at 352-273-6093 or e-mail jmayfield@ufl.edu.