




# Quality Committee Regulation

	Document Name	FP	Code	Date	Rev.	Page
	Quality Committee Regulation	FP010	DI003	04/12/2024	2	Page 2 de 5
	Approved by Quality Commission: 16/09/2024 Approved by CCI : 18/11/2024			Approved by Board of Trustees : 04/12/2024		

## PURPOSE OF THE REGULATION

The purpose of this regulation is to regulate the operation of the IRBLeida Quality Committee.

## FUNCTIONS OF THE COMMISSION

Regarding the Quality Plan:

- a) Drafting the Quality Plan
- b) Review and verify compliance with the Quality Plan annually
- c) Draft the annual report of the Quality Plan

Other functions related to the Quality Management System:


- d) Analyze nonconformities by formulating the corresponding corrective and/or preventive actions
- e) propose initiatives for the improvement (objectives) of Quality
- f) Propose Quality Assessment Methods and Instruments
- g) Carry out an evaluation of the actions
- h) Informing IRBLeida's governing bodies of the processes and results of quality assessment
- i) Advise on Quality issues

## COMPOSITION

The IRBLeida Quality Commission is made up of the following born members:

- IRBLeida manager
- IRBLeida's Quality Manager
- The Human Resources Manager at IRBLeida
- The person(s) responsible for each process defined in the process map

It is advisable that the members of the Commission represent the different areas of the institution and the incorporation of new members into the Commission will be valued if necessary.

	Document Name	FP	Code	Date	Rev.	Page
	Quality Committee Regulation	FP010	DI003	04/12/2024	2	Page 3 de 5
	Approved by Quality Commission: 16/09/2024 Approved by CCI : 18/11/2024			Approved by Board of Trustees : 04/12/2024		

## FUNCTIONING OF THE COMMISSION

### I. From the president and the secretary

The president will be appointed by the members of the same committee, by absolute majority, in first vote, or by simple majority, in second vote. If necessary, it may be appointed by the IRBLleida Management, when circumstances make it convenient.

The secretary will be appointed by the members of the same committee, by absolute majority, in first vote, or by simple majority, in second vote.

The president is responsible for the following functions:


- j) Call the Commission meetings and set the agenda according to the objective needs, taking up the suggestions and requests made by the members of the Commission.
- k) Presiding and moderating meetings to ensure that the agreements reached are complied with.

The functions of the secretary will be:

- l) Act as secretary of the committee, extend the minutes of the meetings and support the implementation of the agreements adopted.
- m) Call the sessions by order of the president. Report permanently to the commission of the follow-up of the execution of its agreements.
- n) To provide the members of the commission with the information necessary to carry out their functions.
- o) All members of the committee must preserve the confidentiality of the information they have access to because of their position, as well as the deliberations of the committee.

### II. Replacement of the president and the secretary.

In cases of absence, vacancies, illness or any other justified cause, the person holding the presidency will be replaced by the oldest vowel or vowel and, if two or more have the

	Document Name	FP	Code	Date	Rev.	Page
	Quality Committee Regulation	FP010	DI003	04/12/2024	2	Page 4 de 5
	Approved by Quality Commission: 16/09/2024 Approved by CCI : 18/11/2024		Approved by Board of Trustees : 04/12/2024			

same age, by the oldest.

The person holding the secretariat will be replaced by the younger vowel or vowel.

### III. Withdrawal of the members

The members of the Commission may cease to be part of it at their own request at any time, after communication to the presidency.

The unjustified and repeated lack of attendance at meetings by any member, once the express reminder has been made by the president and / or secretary, will be understood as a lack of interest in membership of the Commission, and its persistence in it will be valued.

### IV. Regime of meetings and adoption of agreements

The committee will meet on an ordinary basis preferably quarterly with a minimum of one annual meeting.

The secretariat will send an e-mail to the calls with the agenda determined by the presidency, which must be available to members at least 72 hours before the meeting is held.


The Commission can meet extraordinarily whenever the presidency requests it, when at least three of its members request it, or when requested by the IRBLleida Management.

In order to validate the constitution and the taking of agreements of the Commission, the assistance of the presidency and the secretariat, or if applicable, of the members who act as substitutes, and at least half of their members will be required.

Agreements will be taken by a simple majority of votes, at the rate of one vote per assistant member. In cases of a tie, the vote of the presidency will have courage.

However, we will always try to find the maximum consensus among the members, being the usual system of taking agreements unanimity.

The Commission's agreements will have to be recorded in the minutes of the sittings,

	Document Name		FP	Code	Date	Rev.	Page
	Quality Committee Regulation		FP010	DI003	04/12/2024	2	Page 5 de 5
	Approved by Quality Commission: 16/09/2024 Approved by CCI : 18/11/2024			Approved by Board of Trustees : 04/12/2024			

which will have to be extended by the secretariat, with the approval of the presidency.

#### v. Working groups that depend on them

The Commission is empowered to create, if it considers it necessary, working groups with specific projects, related to the objectives or tasks that are its own. The composition of the groups will be agreed within the Commission itself.

#### VERSIONS HISTORY

Version number	Effective date	Author	Reason for version update
1	15/12/2020	Quality responsible	Doc creation
2	04/12/2024	Quality comission	Els responsables de procés substitueixen a: 1.The president of the CEIm 2. The dean of the Faculty of Medicine 3. The HUAV Quality Manager 4. The HUSM Quality Manager 5. The Biobank Manager