



CITY OF HOUSTON

Houston Health Department

Interoffice

Correspondence

To: Dr. Joann Schulte, Chairman
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From:  Stephen L. Williams, M.Ed., M.P.A.
Director, Houston Health Department

Date: May 16, 2019

Subject: Investigative Review Committee (IRC)

The Houston Health Department created an Investigative Review Committee (IRC), this committee has oversight and authority to approve or disapprove all requests for research with the department. The committee coordinates with the appropriate Deputy Director, Assistant Director or Bureau Chief, but ultimately the decision resides within the IRC Committee's purview. The Quality Council chaired by Dr. David Persse, has approved the IRC membership and the process. Dr. Joann Schulte is the Chairman of both the Investigative Review Committee and the Research Misconduct Committee.

The IRC committee is a subcommittee of the Quality Council. The IRC is responsible for reviewing all requests for research within the department on behalf of all divisions. These requests include but are not limited to request that require IRB approval, some client/patient surveys, requests for extraction of data from any of our department information systems, including but not limited to EPIC, our electronic medical record, Client Trak, our case management system, MAVEN, our system for tracking surveillance data among others. The requests should come to the IRC Committee and to Dr. Joann Schulte. All pending requests should be sent to the IRC committee. All requests, all meeting minute, all correspondence shall reside in the Quality Council SharePoint site, with restricted access.

The objective of this committee is to review and determine the feasibility of every request submitted and to ensure that each request does not adversely impact neither client care or operations. The IRC shall meet with the impacted operational division, program or bureau before making a decision that impacts them. The IRC shall coordinate and inform the appropriate operational division, program or bureau that may be involved to ensure that there is a transparent and objective process regarding the implementation of the IRC decision.

I sincerely appreciate your contribution to the Department and to the Quality Council, and I know that I can count on your dedication. I appreciate your willingness to work on this important task for the benefit of the department. If you have any questions regarding the IRC or the Research Misconduct Committee, please contact Dr. Joann Schulte directly. Dr. Schulte will coordinate and identify meeting dates.