



Oregon's Program Review Panel (OPRP) Guidelines for Panel Conduct

- 1) OHA's HIV Prevention Program will recruit and empanel up to 40 people from various places in Oregon as "**OPRP**" to aid in the review of HIV prevention material as required by and in accordance with CDC guidelines.
- 2) Materials that are designed to address sexually transmitted diseases shall contain medically accurate information regarding the degree to which condoms are effective in preventing the transmission of the specific disease.
- 3) Titles of submitted materials should reflect the content of the activity or program being review. OPRP will ensure materials for accuracy.
- 4) OPRP members will often review materials intended for a specific audience and are expected to draw upon the expertise of individuals to competently address cultural sensitivities and linguistic nuances.
- 5) At least five OPRP members will be fluent in Spanish and able to review materials submitted in Spanish. These members will ideally reflect the diversity of Latino/Hispanic populations targeted by these materials.
- 6) OPRP members will correctly understand how HIV is (and is not) transmitted as well as understand the extent to which HIV disease affects the specific audiences for whom materials are intended.
- 7) OPRP members review *only* materials submitted for review and are not empowered to make changes to these items nor evaluate the broader program's proposal.
- 8) OHA's HIV Prevention Program will ensure that OPRP's review assignments are evenly distributed among OPRP members and will create efficiencies when possible.
- 9) A minimum of five OPRP members at one OHA HIV Prevention Program staff member will participate in each OPRP review process.
- 10) OPRP members are encouraged to expedite the review process through the use of e-mail and faxes. Reviewable documents, however, often must be mailed out.
- 11) OPRP members will be required to write their names on the OPRP Review Form for each of the materials they review.
- 12) Material should be reviewed by OPRP and the submitter notified of its approval status within three weeks of its submission.