

QUEENSWAY CARLETON HOSPITAL

COMMITTEE TERMS OF REFERENCE

- COMMITTEE:** **Research Ethics Board**
- REPORTS TO:** Medical Advisory Committee
- CHAIR:** Appointed by the Medical Advisory Committee
- MEMBERSHIP:** 3 members of the Medical Staff and preferably 1 from Laboratory Services
2 members with broad experience in methods and areas of research
 operationally defined as holding a graduate level research degree
1 member of QCH Ethics Committee.
1 Clinical Pharmacy Coordinator
Manager of Health Records
1 Community Member
1 Clinical Director
1 Nurse Educator
1 Nurse Manager
1 member of Rehabilitation Services
1 member of Diagnostic Imaging

When circumstances necessitate, the advice/opinion from one of the following Health Care Professionals may be requested:

- Advanced Practice Nurse
- Clinical Nurse Specialist
- Nurse Practitioner
- Clinical Director
- Member of Senior Administration

PURPOSE: ¹

1. To review and approve all research conducted at Queensway-Carleton Hospital involving use of human subjects, research involving patient records and research involving use of clinical databases.
2. To review research conducted by members of QCH staff where no external REB exists for review of that research.
3. To review and approve consent procedures utilized within all areas of the hospital and to ensure, for example, that consents conform to relevant legislation including Consent to Treatment Act, Privacy Act, Mental Health Act, etc.

OBJECTIVES

1. To ensure compliance with the recommended guidelines of the Tri-Council Policy Statement (Inter Agency Advisory Panel on Research Ethics or PRE) on the “Ethical Conduct of Research Involving Humans” and the “Good Clinical Practice” of Health Canada
2. To provide guidance and leadership in the application of ethical principles to the conduct of research at QCH.
3. To regularly monitor all consents, and procedures for obtaining consents, utilized within the hospital.

FUNCTIONS:

1. The QCH REB functions independently and reports all findings/activities to the MAC.
2. To review and approve policies/procedures with regard to consent to treatment.

¹ *To carry on activities for the purpose of studying, assessing or evaluating the provision of health care with a view to improving or maintaining the quality of health care, or the level of skill, knowledge and competence of the persons who provide health care.*

3. To review the policy for approval of research and ensure compliance with that policy.
4. To approve/reject or suggest amendment, to proposed research at Queensway-Carleton Hospital.
5. In conformity with the Tri-Council Policy Statement, the QCH REB will maintain involvement in studies over the course of their execution and require of principal investigators information regarding significant adverse events encountered during the study or any significant new information which becomes available after the initial review by the QCH REB, either of which may impinge on the ethics of continuing the study. Consequently the QCH REB will review the new information to determine whether the protocol should be modified, discontinued, or should continue as originally approved.

EDUCATION / QUALITY OF CARE

1. Orientation of new member will include a meeting with the Chair in order to review the Terms of Reference. As well, new members will receive a copy of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.
2. New members will be required to read the Tri-Council Policy Statement and to take the on-line tutorial at <http://pre.ethics.gc.ca/english/policystatement/policystatement.cfm>. This on-line course will take approximately 2 hours to complete and covers all aspects of the Tri-Council Policy Statement and what is required of all research ethics review boards in Canada.
3. As well, new members are encouraged to complete the NIH (National Institute of Health) Protecting Human Research Participants on-line education course: (<http://phrp.nihtraining.com/users/login.php>).
4. All members are expected to maintain current knowledge with regard to ethics in research and as minimum, members should review, once yearly, updates or revisions to the Tri-Council Policy Statement which is available on-line (<http://www.ncehr-cnerh.org>).- 3 -

NATURE AND SCOPE:

The QCH REB will give final authority for approval of proposed research at Queensway-Carleton Hospital and *in addition, will be a “designated Quality of Care Committee” under the Quality of Care Information Protection Act (QCIPA) 2004 and will advise and/or make recommendations to Quality Council, which is designated as the Senior Quality of Care Committee under the QCIPA 2004.*

The QCH REB recognizes that the underlying “science” supporting the research design of submitted protocols may, at times, require expert review for which the QCH REB will seek independent, third party advice.

The QCH REB will provide the MAC, Senior Administration, Communication and QCH Board Directors references to all published studies which are derived from protocols reviewed by the REB.

The Chair and all other members of the Committee are appointed by the Medical Advisory Committee and shall have a two year term with two possible reappointments and at no time will more than 50% of the membership change.

The manager of Health Records, acting as an agent of the Research Ethics Board shall have the authority to approve chart audit proposals for studies by government supported agencies such as ICES when these studies requires only grouped, non patient specific data. The Health Records manager will bring to the Chair all chart audit proposals for inclusion in the Committee Agenda.

The Committee will meet once monthly for a minimum of six months per year. Additional meetings may be called at the discretion of the Chair.

Quorum will be constituted when there is 50% of committee membership in attendance, including 1 physician member.

Approval for proposed research or consent procedures will be obtained by consensus.

Approved by the REB: June 5, 2002; June 3, 2004; September 6, 2007; November 24, 2015

Approved by the MAC: October, 2002; November, 2004; February, 2016