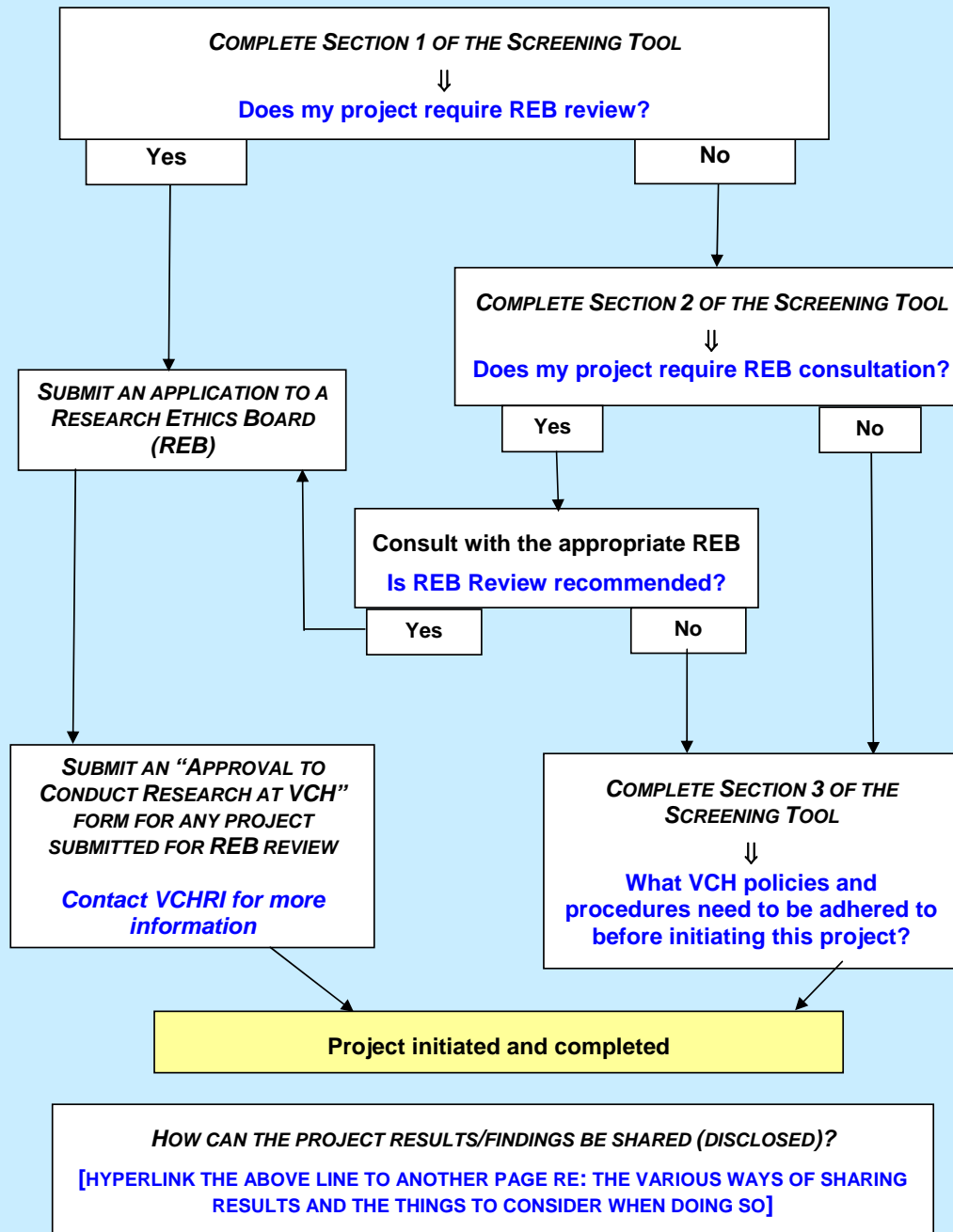


Flowchart of the DRAFT VCH Screening & Review Process for your Project



Current Draft of VCH Project Screening Tool_ still in development

Note: the comments listed in the margin of the tool are to be incorporated as pop-up examples and tips for the online tool and/or are things we are currently working on. Where it says [link] we will link to the appropriate information within the process background document or VCH policies.

Questions	(Click on the appropriate yes or no box)		Yes	No
1. Is the project funded by (or being submitted to) a grant/award competition from a funding agency that requires research ethics review, OR is a sponsored clinical trial (or other clinical research funded by an external source)?	<input type="checkbox"/>	<input type="checkbox"/>		
2. Does this project involve an actual, potential or perceived conflict of interest between the project leader or members of the project team (or their immediate families), and the funder of the project? (Note: this applies to external funders)	<input type="checkbox"/>	<input type="checkbox"/>		
3. Is this a post-secondary student research project (whether for a class or thesis) being carried out at a VCH site either by a VCH staff person or a student OR a medical resident project being carried out by a resident not affiliated with UBC?	<input type="checkbox"/>	<input type="checkbox"/>		
4. Is one of the key goals of the project to contribute to the academic literature through peer-reviewed publication in a journal that requires proof of REB review and approval?	<input type="checkbox"/>	<input type="checkbox"/>		
5. Does the project involve randomization or other systematic sampling techniques to divide participants into different groups?	<input type="checkbox"/>	<input type="checkbox"/>		
6. Does the project involve a comparison of 'intervention/treatment' and 'control' settings or groups, either to test a new intervention or to assess the effectiveness of a process change?	<input type="checkbox"/>	<input type="checkbox"/>		
7. Does the project involve questions or procedures that might cause participants (clients/patients or staff) psychological or spiritual discomfort, anxiety or distress beyond what they might expect in day-to-day social interactions or in their usual patient/client care? (e.g. questions that raise painful memories or unresolved emotional issues)	<input type="checkbox"/>	<input type="checkbox"/>		
8. Does the project pose any significant physical or social risks or burdens on participants (clients/patients or staff) beyond what would be expected through their usual course of care as a client/patient, or role expectations as a staff? (e.g, significant amount of time, physical demands, intrusiveness, or embarrassment)	<input type="checkbox"/>	<input type="checkbox"/>		
9. Does the project involve the pilot testing or evaluation of a new intervention, treatment, program for which it would be difficult for the project leaders to estimate a balance of risk and benefit in advance?	<input type="checkbox"/>	<input type="checkbox"/>		
10. Does the project involve the collection and retention of tissue?	<input type="checkbox"/>	<input type="checkbox"/>		
11. Is the project design and methodology rigorous enough to statistically support generalizations being made regarding the broader population beyond the particular VCH program/group(s) involved in the project?	<input type="checkbox"/>	<input type="checkbox"/>		
IF YES to any of the above questions, the project should be submitted to a Research Ethics Board. If NO to all questions, continue completing the checklist below.			SUBMIT	
12. Over and above, or different from typical patient/client care provision, does the project involve exploring sensitive issues (e.g., sexual orientation or practices,	<input type="checkbox"/>	<input type="checkbox"/>		

Comment [p1]: Examples of research funding agencies include the Canadian Institutes of Health Research, the Canadian Health Services Research Foundation, and the Michael Smith Foundation for Health Research. Projects funded by these agencies are typically (but not always) considered research. If funded however, all undergo ethics review prior to receiving awards.

Comment [p2]: The UBC Research Ethics Boards (REBs) will not approve projects after the fact, so think about this carefully and learn about your discipline's journals and their requirements.

Comment [p3]: Perhaps examples are required here also. This does not include retrospective comparison of current practices to past practices such as in a chart review.

Comment [p4]: As well as REB review, a VCH Privacy Impact Assessment (PIA) may need to be completed for any new initiative, program or activity that involves Personal Information (Policy IM_101, section 2.11)

Comment [p5]: Insert an example

Comment [p6]: IF YES to any of the above questions, the project should be submitted to a Research Ethics Board. If NO to all questions, continue to complete the checklist.

illegal behaviour, stigmatizing conditions or diagnoses, etc.) or target individuals or groups considered to be in a socially vulnerable position (e.g. Aboriginals, frail elderly, children K-12)?		
13. Is there an existing “power” relationship between the project leader and participants (e.g., manager/employee, therapist/client, teacher/student), where their decision about participating could be perceived as impacting on their future individual interactions with that person? (e.g. if a patient/client doesn’t participate s/he will receive worse care; or if a staff person doesn’t participate, her/his job will be in jeopardy)	<input type="checkbox"/>	<input type="checkbox"/>
14. Does this project involve the review/analysis of personally identifiable data, documents, records or specimens collected solely for typical patient/client care provision (e.g. medical diagnosis or treatment), by a person who: (a) does not normally have access to this information as part of their responsibilities within VCH; or (b) does normally have access, but is using the information for a secondary purpose [link] beyond those covered by the VCH consent for health care [link] signed by the patient/client?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15. Does this project involve any clinical procedures or treatments that are different from (or in addition to) the routine care provided to those patients/clients; or does it gather information about patients beyond that collected in routine clinical care (e.g., blood samples)?	<input type="checkbox"/>	<input type="checkbox"/>
16. Does this project use survey procedures, interview procedures, oral history, focus groups, educational tests (cognitive, diagnostic), or observation of public behaviour where the participants can be identified directly or indirectly (through identifiers linked to the participant)?	<input type="checkbox"/>	<input type="checkbox"/>
<p>▪ If you answered “Yes” to any of questions 12 through 16 [consult with one of the UBC REBs] to further explore whether: (a) you should submit the project for review by an REB, or (b) you can proceed without REB review, and continue with the checklist below.</p>		

Comment [p7]: How do we differentiate between this and the simple project where the manager asked participants to anonymously evaluate the program? Or do we?

Comment [p8]: This will either be the responsibility of the UBC REBs’ Vice-chairs or a designated VCH staff person. Also to be determined is the information that they would require to make their determination.

<p>▪ If you answered “No” to all of the above questions, your project does not require REB review; however, there are relevant VCH policies and procedures that you need to adhere to. Please answer the following questions and complete the required actions for ‘yes’ responses before beginning your project.</p>			
Questions	(Click on the appropriate yes or no box)	Yes	No
17. Is this a post-secondary student project (non-research only as student research projects require REB approval)?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you contacted the VCH Student Services [link] office to ensure that you have completed all the necessary paperwork to do a project at VCH?		<input type="checkbox"/>	<input type="checkbox"/>
18. Is this a UBC medical resident QI project?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, has your Resident Training Committee (or equivalent body) approved this project, and what is your department?		<input type="checkbox"/>	<input type="checkbox"/>
19. Is this a project involving the review/analysis (for ‘in-house’ purposes such as			

<p>QI/QA; e.g. chart review) of personally identifiable data, documents, or records collected solely for care provision purposes such as medical diagnosis or treatment?</p> <p>If "Yes," go to [insert link to one-pager currently being developed regarding accessing Health Records] to find out how to "Request" information from a health records file. Contacts: [link] at Health Records and Director of Data Release Management [TBD] at Decision Support</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If your project involves the collection, use, or disclosure of Personal Information, have you contacted the Information Privacy Office [link] For information regarding access and security of data contact IMIS Information Security [link]</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. Are you collecting data/information from voice, video, digital or image recordings made strictly for the purpose of this project?</p> <p>If "Yes", have you ensured that any participants/staff involved have completed a "Consent for photography, audio-visual recording and interviews" [link] form according to Policy # -----?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. Is one of the potential goals of the project to contribute to the academic literature through peer-reviewed publication in a journal, but you are unsure of which journal you might submit to?</p> <p>If "Yes", have you explored various potential journals' submission requirements and confirmed that you will not want to submit to those requiring REB review? **Remember that the REBs will not review your project after it is initiated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>22. Is this a project that requires staff to participate outside their normal scope of work or patients/clients to participate outside their typical site/environment for receiving health care services?</p> <p>If "Yes", have you contacted Risk Management to determine if there are any additional requirements?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>23. Does this project involve the use of non-staff/physicians (e.g. volunteers or consultants) in the conduct of projects internally at VCH?</p> <p>If "Yes", have you worked with your Employee Engagement (EE) advisor to ensure that all the required paperwork regarding their involvement has been completed?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Comment [p9]: This may also have information about determining the variables people want to review in a record, and accessing database info through Decision Support.

Many of the questions in this screening tool are adapted from the set of screening tools developed by the Alberta Research Ethics Community Consensus Initiative (ARECCI, 2005). For more information visit their website at www.ahfmr.ab.ca/arecci

Proof of completion of this Project Screening Tool will be required before requests for access to health records (VCH Health Records) for the purposes of this project will be initiated.

Comment [p10]: My also be used for access to database information (Decision Support/QUIST)

Please print off this tool and both yourself and your Director/Department Head must sign and date below.

Project Lead name & signature: _____ Date _____

Director/Dept Head name & signature: _____ Date: _____