

ROUGE VALLEY HEALTH SYSTEM

ADMINISTRATIVE MANUAL

CATEGORY: RESEARCH

NUMBER: ADMIN-RE-30

**SUBJECT: TERMS OF REFERENCE,
RESEARCH ETHICS BOARD**

**DATE: 2006/06
REVISED: 2008/12**

ISSUED BY: RESEARCH ETHICS BOARD

PAGE: 1 of 2

NOTE: A PRINTED COPY OF THIS DOCUMENT MAY NOT REFLECT THE CURRENT, ELECTRONIC VERSION ON RVHS INTRANET. ANY COPIES APPEARING IN PAPER FORM SHOULD ALWAYS BE CHECKED AGAINST THE ELECTRONIC VERSION PRIOR TO USE.

PURPOSE

The primary and clear purpose of the Rouge Valley Health System (RVHS) Research Ethics Board (REB) is to protect the rights, safety and well being of human subjects at RVHS. The RVHS REB is responsible for a) ensuring that research protocols meet with current safety, scientific, ethical and privacy standards; and, b) making certain that all RVHS research activities are aligned with the best interests of RVHS.

The role of the RVHS, REB is to **“approve, reject, propose modification to, or terminate any proposed or ongoing research involving human subjects which is conducted within, or by members of the institution”** (TCPS Article 1.2).

STANDARD

The RVHS REB acts in compliance with all laws, policies, standards and guidelines governing human research, which are applicable to a submitted research study, including but not limited to: the International Conference on Harmonization for Good Clinical Practice (ICH/GCP) Guidelines, as set forth in Part C Division 5 under the *Canadian Food and Drugs Act*, the Tri-Council Policy Statement (TCPS), “Ethical Conduct For Research Involving Humans”; the Declaration of Helsinki; and the *Personal Health Information Protection Act* (PHIPA), 2004, in accordance with generally accepted clinical practices.

The TCPS sets forth standards for the conduct of research involving human subjects. The RVHS REB is responsible for overseeing the rights, welfare, protection and dignity of human subjects participating in research conducted at RVHS.

The RVHS REB reports to the Board of Trustees through a semi-annual report to the Board Quality Committee (TCPS Article 1.4). RVHS REB decisions are reviewed each month by the Medical Advisory Committee.

GUIDELINES

1. REB Membership

The REB will consist of at least 10 members, including both men and women, from the following areas:

- At least two members who have broad expertise in the scientific methodology, health science research and medicine;
- At least one member who is knowledgeable in ethics;
- At least one member who is knowledgeable in relevant law;
- At least one member who is knowledgeable in privacy legislation;
- At least one member who has no affiliation with the institution and preferably recruited from the community served by the institution;
- At least two members representing the profession of medicine;
- At least one member representing the profession of nursing;
- At least one member representing the allied health professions; and,
- Ad hoc members as required

ROUGE VALLEY HEALTH SYSTEM

ADMINISTRATIVE MANUAL

CATEGORY: RESEARCH

NUMBER: ADMIN-RE-30

**SUBJECT: TERMS OF REFERENCE,
RESEARCH ETHICS BOARD**

**DATE: 2006/06
REVISED: 2008/12**

ISSUED BY: RESEARCH ETHICS BOARD

PAGE: 2 of 2

NOTE: A PRINTED COPY OF THIS DOCUMENT MAY NOT REFLECT THE CURRENT, ELECTRONIC VERSION ON RVHS INTRANET. ANY COPIES APPEARING IN PAPER FORM SHOULD ALWAYS BE CHECKED AGAINST THE ELECTRONIC VERSION PRIOR TO USE.

All members will have 1 vote. All members must have a documented 'Certificate of Completion' of the online tutorial for TCPS guidelines. Copies of the TCPS 'Certificate of Completion' and each member's current curriculum vitae (dated and signed) are kept on-file in the Research Administration office.

2. Terms of Service

The Chair of the RVHS REB is appointed annually by the RVHS REB. Under normal circumstances members of the RVHS REB will not serve more than five years. The terms of service will be staggered to ensure continuity.

3. Quorum

At least 6 members will constitute a quorum and include men and women and at least one of each of the following members:

1	+	2	+	3	+	4	+	5	+	6
An independent community member		A member knowledgeable in ethics		A member knowledgeable in privacy legislation		A member knowledgeable in the relevant law		A physician with relevant expertise in research		A non-physician with relevant expertise in research

4. Meetings & Attendance

The REB shall meet every month, at least 10 times per year. More than 3 unexplained absences by members should be construed as a notice of resignation (TCPS Article 1.7).

REFERENCES

1. Medical Research Council of Canada, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada (2005). TRI-COUNCIL POLICY STATEMENT Ethical Conduct for Research Involving Humans. www.pre.ethics.gc.ca
2. www.wma.net

Reviewed by: Medical Advisory Steering Committee (12/2005), Executive Team (05/2006), VP Performance Improvement, Professional Practice & CNE (12/2008)

Approved by: Board of Trustees-Quality Committee (06/2006), VP Performance Improvement, Professional Practice & CNE (12/2008)