

## **APPROVAL TO CONDUCT RESEARCH AT VANCOUVER COASTAL HEALTH AUTHORITY (VCHA)**

All research studies and clinical trials involving human subjects (“Research Projects”) that involve the use of VCHA services, facilities, records, staff or patients must receive approval from the Vancouver Coastal Health Research Institute (“VCHRI”) office in the relevant Health Service Delivery Area (“HSDA”) and must be approved by a University of British Columbia (“UBC”) research ethics board (“REB”). There are four VCHA HSDAs: Vancouver Acute, Vancouver Community, Richmond Health Services, and Coastal.

If a Research Project will be conducted within more than one VCHA HSDA, the researcher must obtain approval from the VCHRI office in each of the relevant HSDAs (contact information for each VCHRI research office is listed at the end of this document). Once approval to conduct research has been granted by the applicable VCHRI office, the Research Project may begin at that site.

The approval process ensures that all research involving humans conducted at VCHA is reviewed from an ethical, safety and resource use framework.

### **DEFINITION OF RESEARCH**

A Research Project, regardless of how it is funded, will be considered under the terms of VCHA and UBC policy as being research involving human subjects if:

- A human is subjected to procedures, the purpose of which go beyond the subject’s need for prophylaxis, diagnosis or therapy; or
- A human is subjected to procedures which are experimental but which do not necessarily go beyond the subject’s need for prophylaxis, diagnosis, or therapy; or
- Procedures are used in which an invasion of privacy may be involved, for example, by examination of records, by interviews, by observations, by administration of a questionnaire or test, or by audio or video recording; or
- Human tissue, biological fluids, embryos or fetuses are being studied; or

Projects conducted for quality assurance, continuous quality improvement, or program evaluation *may* be excluded from the above definition of research; however, individuals are encouraged to consult with a UBC REB if they are unsure as to whether their project constitutes quality improvement, program evaluation or research.

Irrespective of the purpose of the Research Project, no work can be published without having received UBC REB approval before commencing the Research Project. Publication includes any

dissemination of results, **by any mechanism** (conference poster or presentation, web site, journal paper) outside of VCHA.

### **SUBMISSION CRITERIA TO CONDUCT RESEARCH AT VCHA**

Research Projects (meeting the above definition), which meet any one of the following criteria, must be submitted to VCHRI for review and approval:

1. Research Projects that are conducted at any VCHA HSDA;
2. Research Projects where VCHA patients/clients/residents/staff are participants in the Research Project;
3. Research Projects where VCHA medical staff or VCHA employees participate in the conduct of the Research Project (Note: In this case, criteria #1 and/or criteria #2 must also apply).

### **OBTAINING APPROVAL TO CONDUCT RESEARCH AT VCHA**

Three processes must occur before research is approved and may begin at VCHA:

1. Submission to a UBC REB for review and approval;
2. Submission to the VCHRI office of the relevant HSDA(s) for review and approval (forms and guidelines for the research approval process at each HSDA are located at <http://www.vchri.ca/s/ClinicalTrials-Forms.asp>; and
3. Execution of the study contract/agreement (if applicable).

Submission for VCHRI research review, the UBC REB review and for study contract/agreement review may be initiated in parallel. The study contract/agreement, if applicable, must be signed by the principal investigator, VCHA and UBC.

Final authorization for research to begin will be given by the appropriate /VCHRI HSDA when the above three processes are satisfactorily completed.

Applications for approval to conduct research at VCHA should be directed to the VCHRI office of the relevant HSDA:

<b>HSDA</b>	<b>Address:</b>	<b>For Information or Assistance:</b>	<b>Contact Information:</b>
<b>Coastal</b> (Coastal encompasses hospitals, community health centres and residential care facilities in the following sites: North Vancouver, West Vancouver, Garibaldi, Sunshine Coast, Bella Bella, and Bella Coola)	Lions Gate Hospital c/o Employee Engagement 231 East 15 <sup>th</sup> Street North Vancouver, BC V7L 2L7	Dr. Cynthia Hamilton Assistant Director, VCHRI (Coastal)	Tel: (604) 988-3131 Ext 4703 Email: <a href="mailto:cynthia.hamilton@vch.ca">cynthia.hamilton@vch.ca</a>
<b>Richmond Health Services</b> (Richmond Health Services encompasses the following networks: Richmond acute care, community care, primary health care, mental health and addiction sites.)	Quality Initiatives Room 3004 7000 Westminster Highway Richmond, BC V6X 1A2	Ms. Marion Wardley Administrative Assistant Quality Initiatives	Tel: (604) 244-5209 Email: <a href="mailto:marion.wardley@vch.ca">marion.wardley@vch.ca</a>
		Dr. Ingrid Sochting Assistant Director, VCHRI (Richmond Health Services)	Tel: (604) 278-9711 Loc: 4610 Email: <a href="mailto:ingrid.sochting@vch.ca">ingrid.sochting@vch.ca</a>
<b>Vancouver Acute</b> (Vancouver Acute encompasses the following sites: Vancouver General Hospital (including Mary Pack Arthritis Centre), G.F. Strong Rehabilitation Centre, and UBC Hospital)	Vancouver Coastal Health Research Institute Room 163 - 2647 Willow Street Vancouver, BC V5Z 3P1	Ms. Wylo Kayle Administrative Assistant, Clinical Trials Administration	Tel: (604) 875-4111 Loc: 68368 Email: <a href="mailto:wylo.kayle@vch.ca">wylo.kayle@vch.ca</a>
		Ms. Stephania Manusha Regional Manager, Clinical Trials Administration	Tel: (604) 875-5649 Email: <a href="mailto:stephania.manusha@vch.ca">stephania.manusha@vch.ca</a>
<b>Vancouver Community</b> (Vancouver Community encompasses community health centres, mental health centres, additional sites and residential care facilities in Vancouver)	#200-520 West 6 <sup>th</sup> Avenue Vancouver, BC V5Z 4H5	Ms. Nena Pineda Administrative Assistant Vancouver Community	Tel: (604) 714-3787 Email: <a href="mailto:nenapineda@vch.ca">nenapineda@vch.ca</a>
		Ms. Val Munroe Assistant Director, VCHRI (Vancouver Community)	Tel: (604) 730-7610 Email: <a href="mailto:valmunroe@vch.ca">valmunroe@vch.ca</a>