BC Children’s Hospital - Road to Ethics Approval

Complete your study protocol

Study is for quality assurance/evaluation purposes or literature review

Does your study require ethics approval?

Research involves human subjects

Start study
Note: A DAA will have to be completed for access to any health data.

Set up a RISE Researcher Account/Number
http://www.rise.ubc.ca/

Login to RISE and submit a Human Ethics application form to the Children’s and Women’s Research Ethics Board (CWREB)

Complete the “Pharmacy Utilization Form”
http://cfri.ca/research-support/forms/program-utilization-forms
and email it to cwreb@cfri.ubc.ca or drop it off at the CFRI front desk

Complete the “Records Management Utilization Form”
http://cfri.ca/research-support/forms/program-utilization-forms
have it signed by the Records Management Clerk, and submit to CFRI as

Will want to have the “Pharmacy Utilization Form” and the “Records Management Utilization Forms” completed and signed before submitting the ethics application as they will ask for these under section 11.3

The Records Management clerk was spoon@phsa.ca (Sylvia Poon), may be different now but can check down at the Health Records reception

“Certificate of CWREB Initial Approval” Received

Submit “Application for Pharmacists Conducting Research at Non-Fraser Health Sites” to the FHREB
http://research.fraserhealth.ca/approvals_&_ethics/forms_and_guidance_notes/
Other tips and tricks:
Timing
- At the time you are submitting for ethics approval, anticipate that many of the contacts will be going on vacation and may take longer than anticipated
- Estimated timeline:
  Protocol - 2 weeks
  Submission of ethics to receiving approval - 3 weeks
  Waiting for charts to be pulled - 1 - 2 weeks
  Total time to starting project ~5 - 6 weeks

The records processing clerk was Ryan Ingram
(ryan.ingram@hssbc.ca)
That may have changed now
He will pull the charts for you and will show you how to retrieve them if you ask him for assistance

You are set and ready to go!
Happy researching!