Providence Health - Road to Ethics Approval

Complete your study protocol

Does your study require ethics approval?

Research involves human subjects

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

Login to RISE and submit a Human Ethics application form to the UBC PHC Ethics Board

“Certificate of PHCEB Approval” Received

Obtain PHC Health Records Approval

Obtain PHC Institutional Approval

Submit “Application for Pharmacists Conducting Research at Non-Fraser Health Sites” to the FHREB
http://research.fraserhealth.ca/approvals-&-ethics/forms-and-guidance-notes/

Submit to Sara O’Shaughnessy,
(Sara.OShaughnessy@fraserhealth.ca)

Study is for quality assurance/evaluation purposes or literature review

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

Study is for quality assurance/evaluation purposes or literature review

Start study
Note: A DAA will have to be completed for access to any health data.
Email pharmacy/decision support with REB # to request a patient list

You are set and ready to go!
Happy researching!

Some programs (e.g., Renal) also require departmental approval. Confirm whether this is required with your PI.

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 to PHCEB to receiving approval - 4 weeks (including provisos revisions)
  Submission to FHREB to receiving approval - 1-2 weeks
  Total time to starting project ~3-5 weeks
Process for Research Projects Conducted at Providence Health

1. **Submit project proposal to UBC Ethics**
   - [https://www.rise.ubc.ca/](https://www.rise.ubc.ca/)

2. **Obtain PHC Health Records Approval**
   - Complete form: Health Records Request for Retrieval – Access to View Patient Health Records (Form # PHC – MR082)
   - Must complete form even if you already have access to SCM as part of your daily work or clinical duties
   - If accessing charts through SCM, most sections of this form are not applicable, but this still needs to be completed
   - Charts prior to 2006 are in paper format and stored at Iron Mountain. Requestor needs to provide plenty of advanced notice to the Records Management team to retrieve these charts.
   - Contact:
     Jane Chen
     Manager, Records Management - Interim
     Providence Health Care (SPH, MSJ, HFH)
     Tel: (604) 806 9288
     Fax: (604) 806 9006
     jchen3@cw.bc.ca

3. **Obtain PHC Institutional Approval**
   - Will be granted once ethics and health records approval are granted
   - Julie approves both the ethics and PHC institutional approval
   - Contact:
     Julie Hadden
     Manager, Ethical Reviews
     Research Facilitation Office
     Providence Health Care Research Institute
     10th Floor Reception
     1190 Hornby Street
     Tel: (604) 682-2344 extension 63496
     JHadden@providencehealth.bc.ca

4. **E-mail UBC ethics certificate to FH REB**
   - Contact:
     Sara O’Shaughnessy
     Coordinator, Research Ethics Board
     Department of Evaluation and Research Services
     Fraser Health Authority
     Tel: (604) 587 4436
     Suite 400, 13450-102nd Avenue
     Surrey BC, V3T 0H1, Canada
     Sara.OShaughnessy@fraserhealth.ca