

RR0100 – ACTIVITIES REQUIRING RESEARCH ETHICS REVIEW

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and T̓silhqot'in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To describe knowledge-generating activities involving human participants that do and do not require Ethical Review by the Interior Health (IH) Research Ethics Board (REB).

2.0 DEFINITIONS

TERM	DEFINITION
<i>Anonymous Information</i>	<i>The information never had identifiers associated with it and risk of identification of individuals is low or very low.</i>
<i>Data Linkage</i>	<i>The merging or analysis of two or more separate data sets for Research purposes.</i>
<i>Ethical Review</i>	<i>A review process that ensures that the principles of respect, concern for welfare and justice are protected for participants in Research involving humans.</i>
<i>Research</i>	<i>An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.</i>

Policy Sponsor: Vice President, Human Resources		1 of 4
Policy Steward: Chief Nursing and Allied Health Officer & Professional Practice Leader		
Date Approved: November 17, 2014	Date(s) Reviewed-r/Revised-R: January 2019 (r); January 2022 (r); July 12, 2023 (R)	
<p><i>This is an Interior Health CONTROLLED document. A copy of this document in paper form is not controlled and should be checked against the electronic file version to ensure accuracy.</i></p>		

RR0100 – ACTIVITIES REQUIRING RESEARCH ETHICS REVIEW

3.0 POLICY

- 3.1 All Research involving human participants must be reviewed and approved by a REB. No intervention or interaction with human participants in Research, including recruitment, may begin until a REB has reviewed and approved the Research protocol, consent process and all related documentation.
- 3.2 The REB will not provide retrospective review or approval for Research that has commenced prior to submission to the REB.
- 3.3 Research requiring REB review and approval prior to commencing includes:
 - 3.3.1 Research involving living or deceased human participants;
 - 3.3.2 Research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals;
 - 3.3.3 Research using IH records containing identifiable information that may reasonably be expected to identify an individual, alone or in combination with other available information. Also known as personal information.
 - 3.3.4 All Research that involves human participants conducted under the auspices of IH. This includes Research involving IH locations or programs; conducted by IH staff or medical staff; or involving IH staff, physicians, students, patients or persons in care, or data derived from any of these groups, as participants.
- 3.4 Research that relies exclusively on publicly available information does not require REB review when:
 - 3.4.1 The information is legally accessible to the public and appropriately protected by law; or
 - 3.4.2 The information is publicly accessible and there is no reasonable expectation of privacy.
- 3.5 REB review is not required for Research involving the observation of people in public places where:
 - 3.5.1 It does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;

Policy Sponsor: Vice President, Human Resources		2 of 4
Policy Steward: Chief Nursing and Allied Health Officer & Professional Practice Leader		
Date Approved: November 17, 2014	Date(s) Reviewed-r/Revised-R: January 2019 (r); January 2022 (r); July 12, 2023 (R)	
<i>This is an Interior Health CONTROLLED document. A copy of this document in paper form is not controlled and should be checked against the electronic file version to ensure accuracy.</i>		



RR0100 – ACTIVITIES REQUIRING RESEARCH ETHICS REVIEW

- 3.5.2 Individuals or groups targeted for observation have no reasonable expectation of privacy; and
- 3.5.3 Any dissemination of Research results does not allow identification of specific individuals.
- 3.6 REB review is not required for Research that relies exclusively on secondary use of Anonymous Information, or anonymous human biological materials, so long as the process of Data Linkage or recording or dissemination of results does not generate identifiable information.
- 3.7 REB review is not required for quality assurance and quality improvement projects, or program evaluation activities.
- 3.8 Project activities conducted in IH that are outside the scope of Research subject to REB review may still raise ethical issues and should be referred for project ethics review, per IH Administrative Policy AL1600 – Project Ethics.
- 3.9 If a minimal-risk study is already approved by another TCPS2-compliant Canadian REB, the IH REB will review on a case-by-case basis, with the following expected outcomes:
 - 3.9.1 For studies already approved by an institution eligible to hold Tri-Agency funds, the IH REB will accept their Ethical Review.
 - 3.9.2 For studies already approved by an institution that is not eligible to hold Tri-Agency funds, the IH REB will provide a proportionate review.
 - 3.9.3 In either case, IH Operational Review is required and is separate from Ethical Review.

3.10 Failure to Submit Research for REB Review:

The implications of engaging in activities that qualify as Research that is subject to REB review without obtaining such review are significant. Results from such projects may not be published unless REB approval was obtained prior to collecting the data. Conducting Research without REB approval may constitute Research misconduct.

IH employees acting as researchers and/or external affiliated researchers may be subject to disciplinary action. Any researcher who commits misconduct may be prohibited from conducting future Research at IH.

Policy Sponsor: Vice President, Human Resources		3 of 4
Policy Steward: Chief Nursing and Allied Health Officer & Professional Practice Leader		
Date Approved: November 17, 2014	Date(s) Reviewed-r/Revised-R: January 2019 (r); January 2022 (r); July 12, 2023 (R)	
<i>This is an Interior Health CONTROLLED document. A copy of this document in paper form is not controlled and should be checked against the electronic file version to ensure accuracy.</i>		

RR0100 – ACTIVITIES REQUIRING RESEARCH ETHICS REVIEW

4.0 PROCEDURES

- 4.1 Researchers are encouraged to use the ARECCI® Screening Tool to determine if their project requires REB review.
- 4.2 Researchers are advised to consult with the REB if there is any doubt whether a project requires Ethical Review by the REB. Request for consultation must include a comprehensive summary of the project and the results of the ARECCI screening.
- 4.3 If a Second Opinion Reviewer is required, the researcher will be advised to consult the IH Quality Improvement team.

5.0 REFERENCES

1. Alberta Innovates. (2023). *ARECCI Ethics Guideline Tool*. Retrieved from arecci.albertainnovates.ca/arecci-ethics-guideline-tool/.
2. Alberta Innovates. (2023). ARECCI Ethics Screening Tool. Retrieved from arecci.albertainnovates.ca.
3. Canadian Association of Research Ethics Boards and N2 Network of Networks. (2023). Standard Operating Procedure 102.003: Research Requiring REB Review.
4. Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2022.
5. Interior Health. (2022). Administrative Policy Manual: [AL1600 Project Ethics](#).
6. Interior Health (2023). Board Policy Manual: Research Ethics Board Terms of Reference.
7. Interior Health (2019). Research Policy Manual: [RD0100 Research Integrity](#).
8. UBC Office of Research Ethics. (2022). Standard Operating Procedure 401: The Review Process.

Policy Sponsor: Vice President, Human Resources		4 of 4
Policy Steward: Chief Nursing and Allied Health Officer & Professional Practice Leader		
Date Approved: November 17, 2014	Date(s) Reviewed-r/Revised-R: January 2019 (r); January 2022 (r); July 12, 2023 (R)	
<p><i>This is an Interior Health CONTROLLED document. A copy of this document in paper form is not controlled and should be checked against the electronic file version to ensure accuracy.</i></p>		