



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 016

SECTION: BRD

SUBJECT: RESEARCH PROCESS	
MOTION #: 07-07-2017	DATE OF MOTION: July 17, 2017
CHAIRPERSON: E. R. Samson	DATE SIGNED: Oct. 5/17
DATE EFFECTIVE: 19-Sept.-05	DATE REVISED: July 17, 2017
DATE REVIEWED: 14-Dec-11; June 2017	

PURPOSE

This policy has been developed to protect the rights of St. Anne Centre clients and staff and to prevent possible litigation or damage to the reputation of St. Anne Centre and to ensure the ethical integrity of research endeavors affiliated with St. Anne Centre.

POLICY

All research conducted involving the administration, operations and clients of St. Anne Centre must be approved by the Board of Directors.

All research conducted at St. Anne Centre must have Ethical Standards approval through an Ethics Working Group, Governance Committee and Board of Directors and be in line with the ethical principles held by St. Anne Centre.

The CEO of St. Anne Centre will function as the contact for seeking Ethics Standards review and Board of Directors approval.

Department of Health and Wellness sponsored research will not be required to follow these guidelines only as it relates to operations.

Individual employees of St. Anne Centre must seek the same approvals as outside agents or agencies.

The Board of Directors reserves the right to refuse any requests to conduct research that it decides is inappropriate.

PROCEDURE/GUIDELINES

All requests for research are to be directed to the CEO.

The CEO will review the application and forward it to the Governance Committee including any ethical review documentation included.

The Governance Committee will develop an Ethics Working Group to perform the following:

- (a) Review the request to determine the impact on residents, staff, and clients or the impact upon the reputation of St. Anne Centre.
 - (b) Review any ethical processes used by the sponsor or sponsoring individuals or organizations.
 - (c) If no ethical review accompanies or precedes the research request, the committee will request it from the originator before proceeding.
 - (d) If the ethical review is tenuous, further ethical review must be requested.
 - (e) If the committee determines that the research is complex or the given ethical review is in any way questionable, the request for research must be stayed until (i) the Researcher or Organization funds a third party review or (ii) the Committee requests such a review.
 - (f) If the committee remains uncertain about the ethics involved in the requested research, as an exception, and if the working group deems it may be of significant value to St. Anne Centre and/or its staff or clients, the committee may request permission of the Board of Directors to ask the Department of Health and Wellness to fund an ethics review (Third Party ie. Universities Ethics Panel, the Department of Health and Wellness or other Organizations).
 - (g) In the event of a third party ethical review, the working group will solicit permission from all affected parties.
 - (h) Upon satisfaction being achieved that the proposed research is ethically sound, the working group will forward the recommendation to the Board of Directors for approval of the said research.
 - (i) The Ethics Working Group may reject any research it deems inappropriate at any stage prior to approval of the Board of Directors.
 - (j) The Ethics Working Group must notify the research applicant or sponsor of the approval or rejection, in writing.
 - (k) All records relating to research requests are deemed confidential and must be retained by the secretary in the Board of Directors secure files.
4. Surveys requested by organizations other than the Department of Health and Wellness that do not identify clients or staff are to be handled by the CEO provided he/she feels they are in line with St. Anne Centre ethical principles.