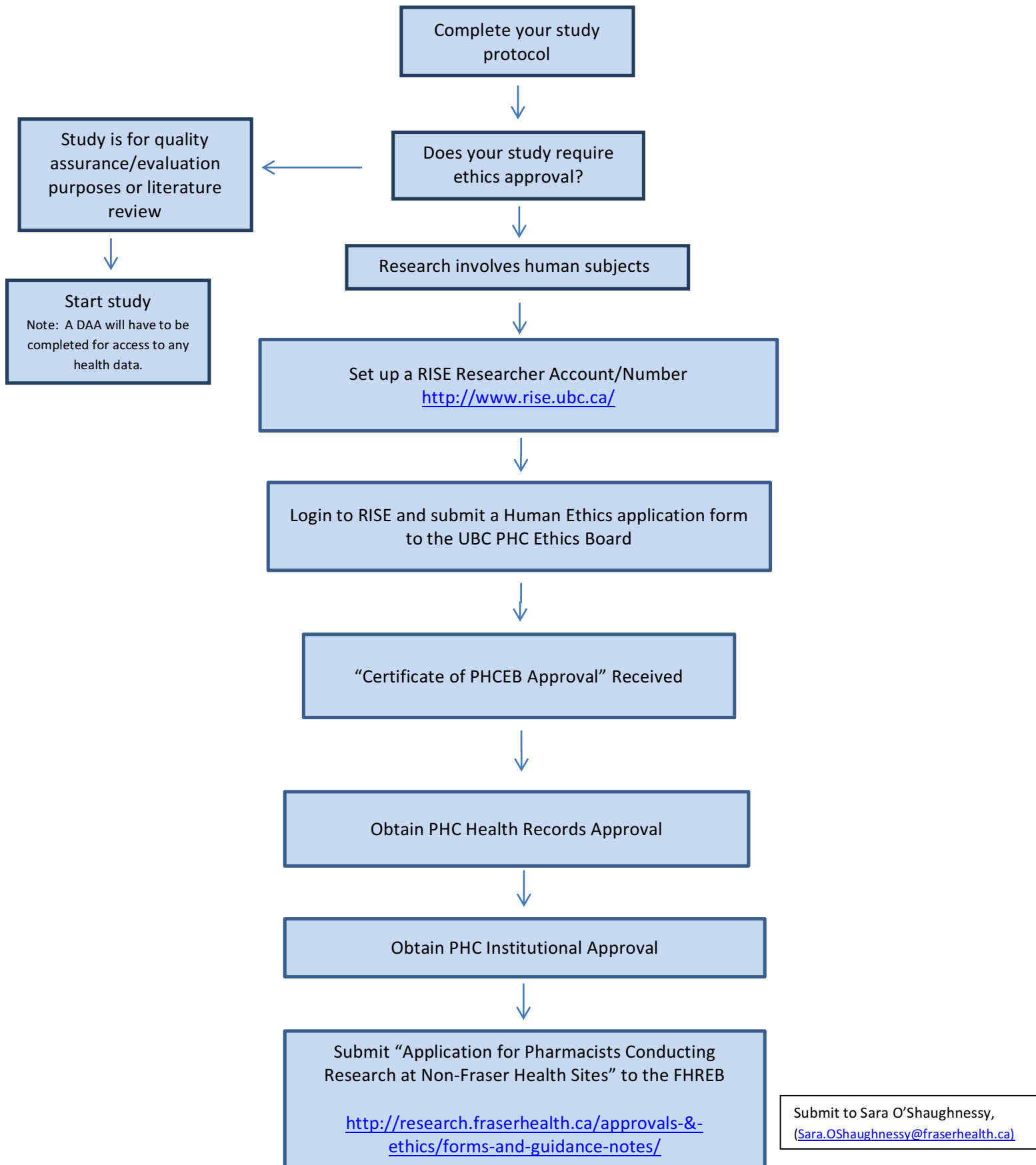


Providence Health - Road to Ethics Approval



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

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Email pharmacy/decision support with REB # to request a patient list

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You are set and ready to go!
Happy researching!

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/>

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