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**Guidelines for Fraser Health Researchers Requiring Support from
Fraser Health Information Management**

Researchers may contact the Fraser Health Information Management Department
(IM) for the following services required for the conduct of their research study.

1. purchase and installation of new software for data collection, e.g. Access;
2. purchase and installation of new software for data analysis, e.g. SPSS;
3. storage of database on secure Fraser Health drive, e.g. M drive;
4. installation of new software for secure data transmission to an external website
   for storage or analysis, e.g. high speed internet access line, i.e. ADSL;
5. purchase of new equipment, e.g. all computers and printers.

To request these services, the 'Department Agreement for Providing Research-
related Services' (DAR) form must be completed and forwarded to:

Ariadna McKenna, BSc (HIS)
**Senior Consultant, Medical Affairs, Professional Practice, Integration, Quality,
& Health Services**
Knowledge Management & Business Systems
Information Management
ariadna.mckenna@fraserhealth.ca
Ph 604-953-5015 x 767131

The researcher's request will be evaluated and sign-off the DAR form; if further
information is required the researcher will be contacted by IM.

Requirements Specific to Installation of New Software for Research Studies

1. Completion of the Fraser Health Software Assessment Form (SAF) for Installation
   of New or New Versions of Software

■ This form identifies the purpose of the requested software and who will have
   access to the software. A SAF is required only for the first installation of that
   version of software for that individual researcher. It is completed by IM in
   conjunction with the researcher. If not approved, IM will review alternatives with
   the researcher.

   Note that the costs of new software must be supported by the researcher.

2. Completion of the Fraser Health Privacy Impact Assessment Form (PIA).

The completion of this form is required if:
■ An Access database is to be populated with research-related data;

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- New software is to be installed for use in the study;
- New identifiable data is going to be collected for a new or an existing study;
- Data will be transmitted outside of Fraser Health;
- A Data Access Agreement, previously completed by a researcher, has been reviewed by Fraser Health Privacy and triggers the need for a PIA.

The PIA documents the data elements collected and transmitted, the transmission method and the location to which transmission is occurring, in order to ensure that the conditions for data security are maintained.

- The PIA is completed by IM in conjunction with the researcher. IM may require the entire research application, protocol and other related documents in order to complete the PIA.
- The completed PIA is reviewed and 'approved' by the Fraser Health Privacy Manager if all requirements related to the collection of identifiable information and the transmission of identifiable information have been satisfied as laid out below.

- Collection of Identifiable Information (i.e. Personal information)

  Identifiable information for research purposes must be collected with the consent of the research subject (n.b. consent is not required for retrospective chart review) and the prior approval of the Fraser Health Research Ethics Board. In most cases however, the Fraser Health Research Ethics Board will only approve the collection of month and year of birth, as this is not considered a unique identifier for an individual research subject.

- Transmission of Identifiable Information Outside of Fraser Health

  If personal information is to be transmitted outside of Fraser Health, in addition to the consent of the research subject and the prior approval of the Fraser Health Research Ethics Board, Fraser Health Privacy must be satisfied that this requirement is essential to the conduct of the research under the terms of the B.C. Freedom of Information and Protection of Privacy Act, Section 35. Disclosure for research or statistical purposes at http://www.oipc.bc.ca/legislation/FIPPA/Freedom_of_Information_and_Protection_of_Privacy_Act(Nov2009).htm#section33.1

Requirements Specific to Installation of Access Software

The FH 'Microsoft Access Support Guidelines' specify that there can only be one user per Access database with 'write' privileges. For the purposes of conducting research, this requirement may be amended if alternates are required for vacation, illness, etc, as data entry must meet project timelines. If this is necessary, IM will add a request for an alternate(s) to the IM agreement so that this will be on file for the Fraser Health Service Desk when the researcher contacts them to add the alternate user.

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The Access software, once installed, may be used for future research that is reviewed and approved by the **Fraser Health** Research Ethics Board. Future PIA's may be required depending on whether identifiable information is collected for new research studies.

For further assistance regarding Access, please contact the IM Consultant.