

GUIDANCE NOTE FOR DEPARTMENTS WHO WISH TO PARTICIPATE IN RESEARCH STUDIES BY PROVIDING SERVICES OR ACCESS TO SUBJECTS

1. PURPOSE

This Guidance Note [GN] explains the process that Fraser Health departments are required to follow when requests are received to participate in research studies from: 1) Fraser Health researchers; 2) Fraser Health affiliated researchers, and 3) non-Fraser Health researchers.

The decision to participate in research at a departmental level is entirely up to the discretion of the department. However if FH staff are approached to be research subjects and their participation would not intrude on work time, then the decision to participate should be up to the discretion of the individual.

This GN does not pertain to the process used by Fraser Health departments who are providing services to researchers on a cost recovery basis.¹

This note is based on the Fraser Health "Research Policy" and on the "The Provision of Services to Non-Fraser Health Researchers" policy. See these policies at [FH Policies](#).

2. FRASER HEALTH RESEARCHERS AND FH AFFILIATED RESEARCHERS

Fraser Health Affiliated Researchers are academic researchers who have signed an inter-institutional research collaboration agreement with Fraser Health that permits them to actively conduct and be responsible for the conduct of a research study within Fraser Health. These researchers must receive the FH Research Ethics Board certificate of initial ethical approval for their study and the "Letter of Authorization to Conduct Research" [LOA] from the Research Administration and Development office under the Research Director's signature.

The certificate of ethical approval lists all of the research documents approved, including subject recruitment notices. The LOA constitutes the researcher's official permission to begin conducting research procedures in FH and lists all of the approvals applicable to that particular study.

Before agreeing to participate in research, it is recommended that Fraser Health departments:

- review the approved research proposal before agreeing to participate in order to understand the scope of the study [the approved research proposal is listed on the ethics certificate];
- request and review a brief written outline from the researcher that details the department's role.

Before participation begins, Fraser Health departments must ensure that the researcher provides:

- a copy of the LOA, and,
- a copy of the Fraser Health certificate of ethical approval.

If the researcher requests access to patients as subjects, the department must ensure that the certificate of ethical approval lists the subject consent form as an approved document.

If the researcher requests permission to post recruitment posters, the department must ensure that the certificate of ethical approval lists the recruitment notice as an approved document.

¹ See the Department Agreement for Providing Research-related Services process in Section 4.1.2 b of "Provision of Services to Non-FH Researchers" and Section 3.10 of the "Research" policy.

3. NON-FRASER HEALTH RESEARCHERS

Non-Fraser Health researchers are not permitted to 'conduct' research in Fraser Health. The "Provision of Services to Non-Fraser Health Researchers" does permit Fraser Health departments to provide services on a cost recovery basis and access to facilities for the placement, posting and/or distribution of research recruitment materials.

Please refer to this policy for detailed procedures in Section 4.1.2 b.

4. Release of Information by Fraser Health Staff

Fraser Health staff are not permitted to disclose personal information under their custody to Fraser Health and non-Fraser Health researchers without the consent of the person to whom that information belongs.

Specifically this also means that Fraser Health staff are not permitted to:

- 1) release personal information [which includes place of residence/telephone #'s] without the consent of the person to whom it belongs, i.e. the patient, and;
- 2) use this personal information for the purpose of contacting Fraser Health patients/clients to ask them if they would like to participate in research.