

# Advisory Committee Meeting

Minutes for 22 January 2019– 8:30 am to 4:15 pm

Location: Island Health

## PRESENT:

Jean Ruiz, UBC; Jennie Prasad, CW; Julie Hadden, PHC; Pia Ganz, UBC CREB; Sarah Bennett, SFU; Eugenie Lam, UVic; Terri Fleming, Island Health; Isobel Hartley, UNBC; Dorothy Herbert, Interior Health; Sarah Flann, Fraser Health; Sara O’Shaughnessy, Fraser Health

**APOLOGIES:** Kristie Westerlaken, BCCA

**CHAIR:** Terri Fleming **ALTERNATE CHAIR:** Sarah Bennett **RECORD KEEPING:** Paola Pinto Vidal

Topic	Discussion	Decision or Action	By Whom
Approval of agenda Acceptance of minutes from previous meeting Review of outstanding action items <ol style="list-style-type: none"> <li>Guidance written for update re: chart reviews and clinical trials</li> </ol>	No new additions	Dorothy H accepted, Sarah F. seconded  <b>ACTION:</b> Draft guidance into a policy	Julie
<ol style="list-style-type: none"> <li>Re: Northern Medical program, island medical students and cross affiliations - how to streamline process</li> </ol>		<b>ACTION:</b> sub-committee will be created to address affiliations, operational approvals, and policies from different institutions with the goal of creating a document that is brief and will help streamline the process; include Jean, Eugenie, Dorothy, Isobel and either Sarah B, or Terri	Sara O
AHSN Update and REBC’s role within the organization <ol style="list-style-type: none"> <li>AHSN Strategic Plan (Process and goals)</li> <li>Suggested Governance Structure for AHSN teams</li> <li>Secondments (roles and rationale)</li> </ol>	<ul style="list-style-type: none"> <li>AHSN are working on a strategic plan that involves all the units and Terri has been attending the meetings to work on a vision, goals, and specific tasks.</li> <li>AHSN has suggested an advisory council but looking at the definitions between committee and council, the consensus is to keep as an advisory committee.</li> <li>Terri and Jean have been negotiating secondments for their positions and will be sharing the role of manager or</li> </ul>		

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<p>4. Selection of New Chair (nominations open)</p>	<p>unit director for REBC until the AHSN Strategic Plan is finalized.</p> <ul style="list-style-type: none"> <li>- Terri will work 3 days and Jean 2 days a week for REBC</li> <li>- Sarah B. is the successful candidate for replacing Terri 3 days per week at Island Health</li> <li>- No concerns were raised from the committee on the rationale or how the assignment of these roles were decided.</li> <li>- Terri has resigned as Chair and no Chair has been selected but nominations are open.</li> <li>- Next Chair will be from within the current Advisory committee</li> </ul>	<p><b>ACTION:</b> Please send any recommendations for Chair to Terri and Jean as Unit Directors for REBC</p>	<p>ALL</p>
<p>Workshop on changes to REBC</p> <p>1. Initial discussion on governance framework PROCESS: What are the components that REBC needs, e.g. coordinator, director, counsel or secretariat etc. to be successful</p> <p>2. Re-make of the Advisory Committee. PROCESS: Think about what best represents the collaborative nature of Research Ethics BC and how this can be continued i.e. advisory council or committee, ideal membership model: e.g. regional, thematic, by stakeholder type</p>	<p>Option 1: Representation from all institutions</p> <p>Option 2: Regional, Specialty, Academic, Health Authority</p> <p>Option 3: AGMs (annually or bi-annually) face-to-face with subcommittees (working groups). AGMs could coincide with an education event (e.g. REB West)</p> <ul style="list-style-type: none"> <li>- How much capacity building will we be able to offer smaller institutions and new partners?</li> <li>- Working groups can emerge on as needed-basis; structured with timelines and the appropriate support</li> <li>- Hand selecting or vetting our committee members has been working for REBC.</li> </ul> <p>Roles:</p> <ul style="list-style-type: none"> <li>- thematic expertise (behavioural, clinical, cancer, indigenous, pediatric), multi-jurisdictional research occurs, region (northern, island(s), interior, lower mainland etc.), history - experience, succession, patient representation and/or community members, REB members, researchers, position requires decision capacity. (Maximum of 15)</li> </ul> <p>Terms:</p>	<p>Preferred option is blend of option 2 and 3</p> <p><b>ACTION:</b> Create and send out an environmental scan (needs assessment).</p> <ul style="list-style-type: none"> <li>- What is the research ethics landscape across the province?</li> <li>- Are there any other institutions you have modeled yourself after?</li> <li>- What are your topics of expertise?</li> <li>- What tools do you use from other institutions?</li> <li>- What role should REBC be in the province</li> <li>- How much pediatric research is happening across the province (for example)</li> </ul>	<p>Terri</p> <p>Terri/Jean</p>

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	<ul style="list-style-type: none"> <li>- Suggested 1 plus 2 year extension with 6 max (AC will re-evaluate structure overtime)</li> </ul> <p>Chair:</p> <ul style="list-style-type: none"> <li>- Facilitator, review agenda, work with the Secretariat, support the drive of the AC. Help prioritize work. Refine and promote vision. Work with the REBC Unit Directors and partner organizations to define who the Advisory Council members are.</li> <li>- Co-Chair as alternate.</li> </ul> <p>Secretariat: Interface between REBC and AHSN</p> <ul style="list-style-type: none"> <li>- Coordinator (Paola), Manager/Director (2 secondment positions – Terri and Jean in interim)</li> <li>- Future need for “Secretariat” will be determined while working with AHSN on strategic plan and take direction from the Council</li> </ul> <p>Affiliate Institution:</p> <ul style="list-style-type: none"> <li>- One Vote but one to three members to AGM per year (can speak on behalf of the institution). These members could still be involved in mentoring and capacity building events. They follow the models. They are active members.</li> </ul> <p>Working Groups:</p> <ul style="list-style-type: none"> <li>- Can include Affiliate Membership plus Council Members – institutional membership required.</li> </ul> <p>Conditions for Council Membership:</p> <ul style="list-style-type: none"> <li>- TCPS2 compliant, previous history of multi-jurisdictional research, willing to be BoR and capacity to act as BoR; Fill a role for expertise</li> </ul>	<p><b>ACTION:</b> Develop Terms of Reference to share with current Advisory Committee</p>	
<p>New partner update</p> <ol style="list-style-type: none"> <li>1. General Update (whose interested)</li> <li>2. Reciprocity Agreement, i.e. when can they join?</li> <li>3. RISe steps, e.g. work arounds and setting up a board.</li> </ol>	<ul style="list-style-type: none"> <li>- We have new partners that are interested in joining: Camosun, Langara, BCIT, KPU, Emily Carr, TRU</li> <li>- Regarding the reciprocity agreement, we decided to wait for the governance structure and how to bring in institutions without necessarily a formal agreement.</li> <li>- AHSN has promised funds to support IT at UBC for PREP.</li> </ul>	<p>-</p>	

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	<ul style="list-style-type: none"> <li>- As a starting place for new organizations, we can provide them with the policy that will be drafted based on the guidance written by Julie.</li> <li>- Sarah Flann would like to take a step back from the committee and Sara O’Shaughnessy will step in for Fraser Health</li> </ul>		
<p>PREP Feedback</p> <ol style="list-style-type: none"> <li>1. PREP Update and Upgrade (Early Feb.)</li> <li>2. Feedback on System. PROCESS: Open discussion on how it is going and gathering concrete suggestions for best practices.</li> </ol> <p>(a) Notifications (b) Initial Review (c) Post Approval Activities</p>	<ul style="list-style-type: none"> <li>- RISE is scheduled to get an update in February 5, 2019</li> <li>- Testing is continuing for the RISE platform but will not effect PREP significantly</li> <li>- There has not been much pushback to PREP and the feedback from researchers has been varied, some love RISE and some dislike it.</li> </ul> <p>Best practices for PREP:</p> <ul style="list-style-type: none"> <li>- Identify your affiliation in the correspondence tab for example “Island Health approves.”</li> </ul> <p>Problem Areas:</p> <ul style="list-style-type: none"> <li>- The model needs to be fleshed out a bit more for example, some sites come and go through the duration of the research project</li> <li>- There is a delay for approval when an amendment and annual renewal are done together</li> <li>- There is inconsistency in notification to the partner boards when an approval certificate is sent out</li> </ul>	<p><b>ACTION:</b> ask if IT can program harmonized studies to have a separate harmonized amendment and annual renewal.</p> <p><b>ACTION:</b> include the request to have PREP send an email notification to all harmonized boards when an approval certificate has been released for a study.</p> <p>Reports for minimal risk studies can be pulled from RISE that will list all the studies that have been approved for the month. Has not been activated yet, but is on the list to be activated soon</p> <p>Jean has suggested that Paola be added as a board member on each institution’s board on PREP in order to have access to their studies and troubleshoot and/or provide assistance to researchers.</p>	<p>Jean</p> <p>Jean</p> <p>INFO ONLY</p> <p>FOR CONSIDER-ATION</p>
<p>Documentation Approval Process, e.g. discussion of BC Clinical ICF</p>	<p>BC Clinical ICF template</p> <ul style="list-style-type: none"> <li>- Moving forward for new working groups we need a built-in consultation process to give people the time to go to their senior leaders.</li> </ul>	<p><b>ACTION:</b> Agreed to post the final version of the Clinical ICF on the REBC site and UBC will link to it; everyone else will be sent the link</p>	<p>Pia/Paola</p> <p>Paola</p>

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	<ul style="list-style-type: none"> <li>- There are larger issues with consent that cannot be dealt with this template alone, but require further discussion. We are in a position where the main goal can be promoting the idea of consent as good governance.</li> </ul>	We can create a video on consent as a process using the video software REBC has purchased.	
Clinical Trials Working group update	<ul style="list-style-type: none"> <li>- Sara O: Brief update PREP has changed things and how best to move forward, how are we going to close out studies?</li> </ul>		
REBC Journal Club	<ul style="list-style-type: none"> <li>- Sarah Flann would like to start a journal club and have discussion on regulatory documents, research literature. eCoP</li> <li>- Terri and Paola were given a demo by Pat Atherton from the BC Support Unit on how to make use of their “communities of practice” portal</li> <li>- We can assign working groups and work on projects collaboratively online</li> <li>- Intended use in future would be to house Advisory Council minutes/agendas/ and all documents related to harmonized review; as they change everyone would get an email update automatically</li> </ul>	<b>ACTION:</b> email Pat A. and provide names of the advisory committee members to get them set up to access eCoP.	Paola