

REBC Advisory Committee and Council Meeting Minutes

October 2 2020 – 1:00pm – 3:00pm

LOCATION: ZOOM Videoconference



British Columbia Academic Health Science Network

ATTENDEES:

| | | | |
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| Bain, Angie – Union of BC Indian Chiefs | Evans, Laurel - UBC | Loo, Sunny – Public/Patient Partner | O’Shaughnessy, Sara – Fraser Health |
| Barnes, Mark - UNBC | Fleming, Terri – REBC (ex-officio) | Maiwald, Karin – Interior Health | Orth, Alison – CTBC (ex-officio) |
| Bennett, Sarah – Island Health (Chair) | Hadden, Julie – Providence Health Care | Marsden, Namaste – FNHA | Pinto Vidal, Paola – REBC (ex-officio) |
| Corless, Gillian – REBC (ex-officio) | Lam, Eugenie – Uvic | Mann, Jim – Public/Patient Partner | Ruiz, Jean – REBC (ex-officio) |
| Downey, Minnie – SUPPORT Unit (ex-officio) | | | Schuckel, Victoria – Ministry of Health |

APOLOGIES: John Russel - Langara College; Kornelson, Jude – UBC

CHAIR: Sarah Bennett **RECORD KEEPING:** Aoife Kelly

| Topic | Discussion | Decision or Action | By Whom |
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| Welcome | Sarah led a welcome and expressed gratitude as we were spread across the province and based on the land of many different Indigenous peoples. | | |
| Minutes of previous meeting | Minutes were approved by Council. | No additions or changes | |
| Outstanding actions | PHSA Sorter Tool <ul style="list-style-type: none"> Holly informed the Council that they are currently doing an evaluation of the tool and would be willing to share the results with the group | Holly will share the results of the PHSA Sorter Tool Evaluation with the Council | Holly |
| Terms of Reference – current status of review and membership discussion | Terri explained that the units of BC AHSN had been working together to compile improvements to the ToR that had been suggested by their respective advisory councils. This is in order to amend the generic terms of reference that were the starting point for all units in 2019. Terri then explained the changes to the ToR. <ul style="list-style-type: none"> President instead of CEO Clearer language around purpose & membership Clearer language around purpose and quadruple aim of BC AHSN | | REBC Ex-Officio |

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| | <ul style="list-style-type: none"> • Ex-officio membership clarified – cross unit attendance at meetings to facilitate smooth operations and unified strategic direction • Member responsibilities including working group participation removed – ToR covering group & meeting expectations rather than expectations of individuals • Quorum clarified • Confidentiality clarified- if there is something discussed in AC meeting that is confidential to BCAHSN, members will be made aware • Reimbursement for travel expenses included <p>Victoria asked about including a higher-level statement of goals/purpose of REBC. Terri discussed that a visioning exercise is planned for January. Namaste brought up the need to be mindful of weighting the health system in an overall purpose statement as there is a need to be responsive to other areas of research and bring in that expertise.</p> <p>Sunny brought up that the wording of the ToR does not include mandatory minimum patient partner representation in membership and in quorum. Sunny suggested a minimum of two patient partners. Terri noted that this had originally been in the document and had unintentionally been removed.</p> <p>Jean noted that in terms of membership the Council should be thinking about minimum representation required of other groups as well as patient partners.</p> <p>Sarah announced that she is stepping down from the role of Chair of the Advisory Council in January. She informed the council that nominations will be accepted, and they can contact Terri with nominations. The official handover of the Chair position will take place at the Advisory Council meeting in January.</p> <p>Terri thanked Sarah for all her work as inaugural Chair of the group and Sarah agreed to remain on the Council as past-chair for a year minimum.</p> | <p>Quadruple aim (from BC ASHN Strategic Plan) to be included with minutes</p> <p>Revise purpose statement and minimum patient partner representation for quorum to be added to ToR. Revised ToR to be circulated when ready for review by Advisory Council.</p> <p>Nominations for Chair to be provided to Terri</p> | <p>REBC Ex-Officio</p> <p>All</p> |

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| Upcoming Symposium Information | <p>Sarah provided background on the Symposium. It is focused on COVID and research ethics and would be a great way to provide more learning opportunities to REB members.</p> <p>Terri explained that many other conferences including REB West and UBC CREB's Clinical Research Ethics Symposium had been cancelled this year so REBC saw an opportunity to hold this event. Terri described the structure and topics of the Symposium.</p> | | |
| Annual Report Development | <p>Terri gave an update that the BCAHSN is compiling an annual report to go to Board of Directors that includes accomplishments from the past year, which will be also sent to the Advisory Council.</p> <p>REBC also wants to create an Activities Report, similar to Senior Leaders Updates including accomplishments and plans.</p> <p>UBC Rise Department have provided a report of statistics on harmonized ethics reviews. Terri has been working with this information for the Activities Report to demonstrate what harmonized ethics reviews means and what has been accomplished by region. Terri will also do some analysis by institution, including how many institutions are involved in harmonized reviews and changes to patterns since COVID-19. This would be brought to the Advisory Council in November.</p> <p>Holly suggested a customer satisfaction survey for researchers.</p> | <p>Consult with REBA network on idea of a customer satisfaction survey at meeting on October 16th.</p> | <p>REBC Ex-Officio</p> <p>REBC Ex-Officio</p> |
| | <p>Victoria asked whether Terri intends to include aspects like contract management in the report.</p> <p>Terri responded that she does think that Research Ethics BC has a place in trying to help highlight the issues that are happening with other approval processes between institutions and that because REBC has been successful in harmonizing research ethics, she would like to see us play a role in trying to improve that for the other approval processes that are required for research studies.</p> <p>Holly brought up the issue of privacy.</p> <p>Sara O'Shaughnessy suggested that institutions should be approached for a recommitment to the reciprocity agreement.</p> | <p>Revise expire Reciprocity Agreement for recommitment.</p> | <p>REBC Ex-Officio</p> |

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| | <p>Laurel suggested broadening the reciprocity agreement to make it an institutional agreement grounded in ethics, supporting the harmonization of research processes, to the extent possible in BC. Supporting the success in the contracts and privacy arenas.</p> | | |
| <p>Clinical Research Ethics – Community of Practice</p> | <p>Sara informed the council a community of practice has been formed to look at the state of clinical research ethics, develop models practices and standards, share resources and exchange information. Terms of reference that are currently being refined. There are several members at the moment but once the ToR are developed the group will be advertised to hopefully bring in more members.</p> | | |
| <p>Indigenous Research Ethics – update</p> | <p>Gillian and Namaste provided updates on Indigenous Research Ethics, opening with a tribute to FNHA’s Founding Elder, the late Qut-Samet Leonard George.</p> <p>Gillian & Namaste provided updates on FNHA’s work with REBC</p> <ul style="list-style-type: none"> - Namaste provided background on defining research at FNHA, First Nations Holistic Health and Wellness, FNHA’s 7 Directives and FNHA’s Commitment to Cultural Safety & Humility - Namaste provided an overview of FNHA-led research projects and FNHA’s 3 Research Chairs - Namaste provided examples of self-determination in research <p>Angie spoke about a paper that the Union of BC Indian chiefs recently presented at their 52nd Annual General Assembly meeting. This paper is based on a month-long data gathering project undertaken by UBCIC to understand the grave impacts of COVID-19 on communities.</p> <p>Angie highlighted the importance of jurisdiction, a trauma informed approach, and compassion. The seven directives listed by Namaste in her presentation highlighted and REBC has a role to support a new away of approaching engagement in communities.</p> | <p>Provide slides from Namaste’s presentation in minutes</p> | <p>REBC Ex-Officio</p> |
| <p>New membership</p> | <p>Terri informed the Council that there are several institutions that want to get on board join the Harmonized Ethical Review process and join the network, including Douglas College and College of the Rockies. But there are some who are particularly interested in the ‘network’ of expertise they can access by being part of REBC.</p> | | |
| <p>Education and Training</p> | <p>Terri informed the Council that Paola is working on the manual and training videos for the Prep system.</p> | | |

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| | Terri informed the Council that due to increased workload REBC is hiring an additional full-time staff member very soon. | | |
| AOB and set next meeting date | The next meeting will be held in January/February 2021 | To be determined | REBC Ex-Officio |
| Meeting adjourned | The meeting was adjourned | | Sarah Bennett |