



Policy Name PROPOSALS FOR RESEARCH			Policy Number: 1505 DRAFT
			Effective Date: September 12, 2007
Approved By: Management Committee	Drafted by: Ethics Consultation Team	Review date: Under Review – to be revisited in June 2014	Date Revised: February 19, 2013
Classification: Administration			Page No: Page 1 of 2

POLICY

With its commitment to maintaining a leadership role in providing comprehensively current and compassionate hospice palliative care, The Salvation Army Agapé Hospice welcomes opportunities to review and support research proposals, either internally or externally driven. For the purpose of this policy, Research will be defined as any supervised investigative activity, *“To generate new knowledge that is generalizable to the wider population. Generalizable knowledge consists of facts, theories, principles or relationships, or the accumulation of information on which they are based, that can be corroborated by accepted scientific methods of observation and inference.”*

Consideration will be given to proposals related to the betterment of specialized end of life care and the advancement of understanding the physical, emotional, psychosocial or spiritual dynamics, found within the universally human experience of death and dying. Since the safety, security and comfort of our residents and their loved ones are paramount goals, each proposal must include procedures that address:

- Obtaining informed written consent from research participants;
- The right to refuse participation or withdraw without penalty;
- Potential benefits to the participant and / or to the hospice palliative care field;
- Minimizing possible harmful effects arising out of the research process;
- Full disclosure of all research personnel (including sponsors);
- How resulting data and findings will be disseminated.

Each proposal must follow the guidelines and protocols laid out by; Conjoint Health Research Ethics Board (CHREB), Province of Alberta, Health Information Act (2003) and The Salvation Army Ethics Centre (Ethics Research Binder).

PROCEDURE

1. Internally driven researchers can access guidelines and templates from the Ethics Research Binder kept in Conference Room A. All internally driven research will require a Research Supervisor, whose identity is disclosed in the Research Proposal.
2. All proposals will flow through “Agapé Hospice Research Proposal Process”, as outlined in Appendix A.
3. All new CHREB approved research proposals will be reviewed by the appropriate Departmental Leader and the Executive Committee, which will focus on the



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project's "**Feasibility**" and appropriateness to the research process in accordance to Appendix B.

4. Within a reasonable amount of time, the Director of Resident Care (or designate) will call a meeting of the Agapé Hospice Ethics Consultation Team for review and approval of the proposal. Their focus will be on "**Moral and Ethics**" of the project as outlined in Federal, Provincial and Territorial Research Guidelines.
5. The approved proposal must then go for review to The Salvation Army Ethics Centre, which will ensure The Salvation Army's ethical standards are met.
6. The approved proposal must then go to The Salvation Army District Headquarters for review and approval. After approval, the **research process begins**.
7. The resulting findings are submitted to the appropriate Departmental Leader and the Executive Committee, which will review and approve the pre-published document.
8. The approved pre-published document is then submitted to The Salvation Army's District Headquarters, Territorial Headquarters, Public Relations Department and the Ethics Centre to consider "**Legalities and Public Relations perspectives**".
9. The Salvation Army Agapé Hospice reserves the right to refuse any proposal that does not meet its guidelines.

ATTACHMENTS:

Appendix A - Agapé Hospice Research Proposal Process

CROSS REFERENCES:

Ethics Research Binder (Conference Room A) containing the following information:

- TCPS2 (2010) 2nd Ed. Tri-Council Policy Statement, "Ethical Conduct for Research Involving Humans". Health Canada, www.hc-sc.gc.ca;
- Health Information Act (2003), Province of Alberta;
- The Salvation Army Ethics Centre (2011), "Core Values Tool Kit", Winnipeg.

[Policy #0935](#) – Access to Resident Personal Health Information

REFERENCES:

[*Department of Evaluation and Research Services, "Differentiation of Research, Quality Improvement and Program Evaluation." \(2011\)](#)

http://research.fraserhealth.ca/media/2011_09_12_Research_QI_Program_Evaluation_Differentiation.pdf



Attachment A Agapé Hospice Research Proposal Process

