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**SASKATCHEWAN REGISTERED NURSES ASSOCIATION  
ADMINISTRATIVE STANDARDS**

**POLICY NAME:** INFORMATION MANAGEMENT      **NUMBER:** AS-4.3.1  
External Research Review Committee

**POLICY TYPE:** Administrative Standards      **DATE OF ORIGIN:** Apr/04  
**DATE REVISED:** July/11

**APPROVED:**  Oct/11      **REVIEW DATE:** Nov/12

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All requests for External Research or development initiatives will be reviewed by an internal research committee.

1. The committee will be composed of:

- Executive Director
- Director of Practice or a Nursing Advisor, Practice
- Director of Regulatory Services
- Coordinator, Network Support or designate (chair)

2. The purpose of the committee is to ensure privacy of member information is maintained when researchers request access to member information as well as consideration and evaluation of research requests.

3. Research proposals will be evaluated to ensure that:

3.1 The research is of benefit to nursing and to the advancement of public health

3.1.1 Study parameters have sound

- Purpose and significance
- Design and methods
- Potential risks and benefits
- Participant recruitment
- Steps to ensure confidentiality, participation choice, and potential
- Declaration of any conflicts of interest

3.1.2 Ethical requirements have been met:

- Ethical approval has been acquired by the appropriate institution (ie. health region and/or university)
- Ethical approval includes

3.1.3 A non disclosure agreement has been signed

3.1.4 Mailing/publication/distribution requirements are reasonable for SRNA staff

3.1.5 Researcher is willing to cover costs associated with request

3.1.6 Research has provided a written commitment to share study results

4. The committee will assess the requests while determining the appropriate number of projects to be undertaken in a one year cycle and or running concurrently. Any requests for documents from SRNA files (Crown Storage, on site or Sask. Archives) for research purposes must be in writing to the ED and will be subject to a one-time \$50.00 administration fee. Researchers must sign an SRNA confidentiality agreement and a Non Disclosure agreement. Documents are not to leave SRNA building and are to be reviewed on site. SRNA will be responsible for finding a space for the reviewer. Request for copies of any SRNA files are to be in writing to the ED. Approval of request for copying will be made by the ED or designate.
5. A spreadsheet will be maintained by the committee which includes ongoing projects, target population, and expected timelines in order to keep track of staff workload and demand on membership. The committee chair will maintain records of requests and corresponding decisions of the committee as well as correspondence indicating compliance with protocol.
6. The committee will meet to review submissions 3 times per year; January/February; May/June; September/October or at the call of the chair.
7. Decisions of the committee will be reported by the Coordinator, Network Support or designate to the researcher.
8. Upon completion of a research project the committee will lead the dissemination of research results through posting on the SRNA webpage as well as distribution in SRNA publications as appropriate (Newsbulletin, Employer Newsbulletin, Annual Report, etc). The committee will be responsible for (or delegation of tasks related to) the initiation and maintenance of a Research tab on the SRNA webpage. This tab will include information on the process of applying to the SRNA, current research projects, and results of past projects.