



**Purpose:**

To provide a streamlined and standardized approach to manage requests for recruitment support from external research studies reviewed and approved by Tri-Council Policy Statement 2 (TCPS2)-compliant research ethics boards (REBs).

**Context:**

Island Health offers programs and services on the unceded and traditional territories of the Coast Salish, Nuu-chah-nulth, and Kwakwaka'wakw Peoples.

As a signatory to the 2015 Declaration of Commitment to Cultural Safety and Cultural Humility, Island Health is committed to addressing the ongoing impacts of colonialism and Indigenous-specific racism in order to provide a culturally safe, inclusive, healthy and respectful environment.

The organization is committed to strengthening diversity, equity and inclusion to enable excellence in health and care for everyone, everywhere, every time. Through these commitments, Island Health strives to deliver the highest possible standard of care and to promote safe workplaces.

**Scope:**

- **Audience:** Affected Roles:
  - Manager, Research Ethics & Compliance
  - Research Administrative Coordinator (RAC)
  - Directors/Medical Directors and their delegates
  - Researchers
- **Environment:**
  - Island Health Research Environment
- **Indications:** This standard operating procedure (SOP) applies to requests for recruitment support from Island Health where the research study is not under the direct jurisdiction of the health authority or its REBs.
- **Exceptions:** None

**Outcomes:**

- Expedited processes for research-related recruitment at Island Health to enable research opportunities while delineating what is outside the jurisdiction of the authority or its REBs.

The Island Health Research department seeks to collaborate with the external research community in order to optimize exposure to research opportunities and assist researchers in meeting their recruitment goals. With respect to this procedure, collaboration includes facilitating the advertisement of external research studies through distributing recruitment materials.

This procedure covers two types of recruitment support.

- a) Physical poster distribution for external research, such as study advertisement in physical, and specific hospital wards, community sites, clinics, or public areas within Island Health; and
- b) Digital distribution of study opportunities, which may include: email, e-newsletter, listserv, and/or social media.

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### 1 Responsibility

- **All affected roles need to review their individual responsibilities for the review, assessment, and documentation of approvals to post and/or distribute recruitment material for studies not under Island Health jurisdiction to ensure the requirements of this SOP are met.**

### 2 Procedure

- When the research study application does not include Island Health affiliated team member(s), or Investigator, and the study team’s institution is not a member of Research Ethics BC (REBC), a researcher may not need to submit a full research ethics application.
- Requests for external research recruitment support should be routed to the Research Ethics & Compliance Office (RECO).
- The feasibility of supporting recruitment for such external research will include a consideration of research already being conducted at Island Health.
- Physical poster distribution for external research:
  - a) When the recruitment request involves only the distribution of a research recruitment poster the following steps apply:
    - Island Health Research Services Portal
      - Submit the request using the External Research Recruitment Support – Operational Application accessible via [Island Health’s Research Services Portal](#).
    - Operational Review
      - The RAC screens the submitted form for the Operational Review.
      - Based on the recruitment support request, the Director/Medical Director, or their delegate, for the department affected may choose to approve, postpone, or deny the poster.
      - Directors/Medical Directors may approve or choose to postpone or deny a request depending on the criteria in section 5.3. Such approval shall be in writing (email is acceptable).
      - The RAC will send Institutional Approval to researcher and copy Research Education Coordinator and Manager, Research Ethics & Compliance.
- Digital distribution of recruitment requests
- This process applies only to research study applications which meet the following criteria:
  - It has been approved by another TCPS2 compliant Canadian Research Ethics Board (REB).
  - The study is a health (non-clinical) or social science or behavioural research study.
  - It was considered minimal risk by the primary REB.
  - Study activities do not take place in Island Health facilities or use Island Health resources beyond Research department communication tools.

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- o Researchers will not involve Island Health staff, clinical staff, or clinical or medical students in recruitment activities other than forwarding an email or posting to a listserv.

The above conditions being met, submit a copy of the complete ethics application to [researchethics@islandhealth.ca](mailto:researchethics@islandhealth.ca).

### 3 Review and Distribution of Recruitment Materials

- The researcher is responsible for providing all information relevant to the review in the application.

In addition:

- a) The materials must be devoid of any reference to Island Health (e.g., no logo); and
- b) The materials will be distributed with the following statement: “This research study has not been approved by a Research Ethics Board of Island Health and Island Health is not responsible for or involved with this research study. Permission to post this recruitment material was granted by Island Health on <insert date of expected start of recruitment/enrollment period> and is valid for one year.”

- Once all materials are received, the Manager, Research Ethics & Compliance or designate will conduct a review of the request and materials.
- Once approved for digital distribution, requests will be sent to the Research Education Coordinator who will share as appropriate with relevant Island Health staff lists, internal newsletters, and/or social media.
- The Researcher will be advised if the permission to post recruitment is not approved.
- Post Initial Approval:
  - a) Posters
 

Researchers must resubmit one year after date of approval or if the poster content is revised beyond minor editorial changes (e.g. updating a phone number).
  - b) Digital Distribution
 

Period is only for a singular distribution or the period of time requested in the initial submission, and at the discretion of the Director/Medical Director or delegate when submitted.
- It is the responsibility of the researcher to advise the clinic(s) or area(s) when recruitment has ended so that staff members can remove the expired materials in the area in which the materials are posted.
- It is the responsibility of the researcher to notify the Island Health REB office within one working day if recruitment is stopped for safety reasons, and to contact the relevant clinic(s) or area(s) for immediate removal of any recruitment materials.
- Should the research study become active within Island Health by the addition of an affiliated research team member (e.g. Co-Investigator, collaborator), the access or use of Island Health resources, or other additional involvement by Island Health determined to be indicating the research is being conducted under the

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jurisdiction and auspices of Island Health, ethical review will be required by Island Health REBs and a complete application must be submitted for review and a new institutional approval will need to be in place.

#### 4 Use of Island Health Emails For Contact About Research

- Island Health business emails are considered business contact information and are not protected as personal information under the [Freedom of Information and Protection of Privacy Act](#). Therefore, external researchers do not require review or approval for their use in order to contact Island Health staff directly regarding research participation.
- It is the responsibility of Island Health staff to be familiar with the Island Health policies regarding: acceptable use of assets, protection of electronic information, and privacy and confidentiality of personal information and business confidential information. These are outside the scope of this policy and the ethical review of research at this institution.

#### 5 Training

- Review of the SOP 111 External Research Study Recruitment Support

#### 6 Compliance Monitoring

- The Island Health Manager, Research Ethics & Compliance, or their delegate, is responsible for ongoing monitoring of Island Health operations to verify compliance with this SOP.
- The Island Health Manager, Research Ethics & Compliance, or their delegate, is responsible for communicating any changes to this SOP to all relevant personnel.
- Deviations from this SOP will be addressed through corrective and preventative action implementation.

#### 7 Definitions

- Refer to Glossary - Research Ethics.

#### 8 Related Island Health Policy Documents

- [Acceptable Use of Assets and Resources](#)
- [Security of Electronic Information Policy](#)
- [Confidential Information – Privacy Rights of Personal Information Policy](#) and
- [Confidential Information – Third Party, VIHA Business and Other Non-Personal Information Policy](#)

#### 9 Appendices

- Appendix A: External Research Study Recruitment Support - Operational Only\_Romeo Form

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### 10 References

- [Freedom of Information and Protection of Privacy Act](#)
- [Island Health’s Research Services Portal](#)
- Guidance – External Research Recruitment Support
- [The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Article 6.12](#)

### 11 Summary of Changes

Version	Effective Date	Change Description
1.0	14 May 2014	New procedure
2.0	19 JUNE 2023	Reduced ‘Responsibility’ statements to one general sentence. Removed role of Clinical Research Manager to improve fair access to research for all. Retired 111-01 Recruitment Materials Application Form and 111-02 Departmental Approval Page and directed to Island Health Research Services Portal application. Appendix A ‘External Research Study Recruitment Support and Operational Review form’ from Research Services Portal has been added as an example of form to be filled out.

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PROCEDURE

# EXTERNAL RESEARCH STUDY RECRUITMENT SUPPORT 25.1.111

Procedures are a series of required steps to complete a task, activity or action



## Appendix A: External Research Study Recruitment Support – Operational\_Romeo Form

### ROMEO – Researcher Portal

Excellent care, for everyone,  
everywhere, every time.



### External Research Study Recruitment Support - Operational Only

#### Project Info.

**File No:** Ref No : -1

**Project Title:**

**Principal Investigator:** ()

**Start Date:**

**End Date:**

**Keywords:**

Question	Answer
Is the PI conducting research on behalf of Island Health or external?	
If the PI is not from Island Health, please provide the name of the Island Health collaborator. All studies must have at least one Island Health affiliated team member.	
If PI is from Island Health what is their department?	
If External Researcher, do they have Island Health affiliation/privileges?	
Study nickname or acronym (if applicable):	
Type of funding for this research study; if for-profit funded, please complete the funding tab in this application.	
Provide name of the funding agency, department or industry sponsor (clinical trials).	
For funded studies, please provide name of the institution where the funds will be held:	
Enter any applicable information about your funding which is not already included (including funding applied for but not yet received).	
Is the study funded by the US Department of Health and Human Services (DHHS)?	

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# EXTERNAL RESEARCH STUDY RECRUITMENT SUPPORT

## 25.1.111



PROCEDURE

Procedures are a series of required steps to complete a task, activity or action

If yes, please indicate which DHHS funding agency.	
If this submission is part of an academic program please provide the name of the institution, supervisor, and program.	
Please describe how you will disseminate the results of the research study. Include if and how you will target specific knowledge users, and any plans to report results back to participants. If participants will not receive a report of study results, please explain why not.	
Do you consent to being contacted by a member of the Island Health Research and Capacity Building team regarding the development of dissemination strategies?	
Identify where the research will be carried out at Island Health (hospital, department, clinical area, health centre, etc.).	
Name the Island Health hospital(s) involved:	
Name the Island Health health centre(s) involved:	
Name the Public Health Unit(s) involved:	
Will data be sent outside of Island Health? (transferred)	
Will the study require any non-standard devices to be connected to Island Health's network?	
If yes, please describe the device, its technical safeguards, and who will be using it.	

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### Project Team Info.

#### Principal Investigator

Prefix:

Last Name:

First Name:

Affiliation:

Position:

Email:

Phone1:

Phone2:

Fax:

Primary Address:

Institution:

Country:

Comments:

### Common Questions

#### 1. 1. General Information

#	Question	Answer
1.1	Is the Principal Investigator an external researcher with Island Health Affiliation/Privileges?	
1.2	Is the Principal Investigator an external researcher – No Island Health Affiliation	
1.3	Name of Institution:	
1.4	Is the Principal Investigator the Primary Contact? (If no, please add the Primary Contact in the Project Team Info tab.)	
1.5	In your assessment, which of the following CIHR-defined research themes does this project currently fit into? (Please select all that apply.)	
1.6	Please confirm that a copy of the approved REB application and documentation, as well as the REB	

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	certificate of approval have been attached to this application.	
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### 2. 2. Operational/Institutional Impacts

#	Question	Answer
2.1	Are you ONLY requesting to post an advertisement/recruitment material?	
2.2	Poster site:	

### 3. 3. Attestations

#	Question	Answer
3.1	I attest that the information provided in this form is accurate and up to date at the time of submission.	
3.2	I agree to conduct the study in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2nd Edition	
3.3	I agree to conduct the study in accordance with the REB approved documents.	
3.4	I have read, understood, and agree to abide by the Island Health policies and procedures regarding the conduct of research: specifically Policy 25.2 Free and Informed Consent in Research, Policy 25.3 Research Integrity Policy, and (if applicable) 705 Research Finance Policy	
3.5	I agree that Island Health may conduct a compliance audit of this study.	
3.6	Principal Investigator Signature: By signing this application electronically, I understand that my electronic signature has the same legal effect and can be enforced in the same way as a written signature. Please enter your name.	

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