
The Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB) Newsletter 2018

Dear Colleagues,

This has been an eventful year for the Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB).

We will be undergoing re-qualification with Clinical Trials Ontario (CTO) in May 2018. Currently Queen's and Affiliated sites have thirty studies registered in CTO Stream, and an additional eight studies for which Queen's is acting as the Board of Record.

We have worked closely with TRAQ this winter to develop a new standard application form that will go live in TRAQ on **April 30, 2018**. Additionally, we have made numerous updates to our website.

In September 2017, Queen's adopted Qualtrics as the preferred survey software. Access and training are available through the Office of Planning and Budgeting under '**Survey Information**'. The HSREB has prepared two helpful documents that can aid in the development and circulation of anonymous surveys, which can be found on the 'Guidelines' section of our website.

Other important changes coming soon include a move toward mandatory CORE or GCP training for researchers – and the implementation of the General Data Protection Regulation (GDPR) on May 25, 2018.

On a final note, we would also like to announce that Kathy Reed will be retiring at the end of July 2018. We hope that you will join us in wishing Kathy a very happy early retirement!



New HSREB Application Form

- ❖ The HSREB will be launching a new standard application form on **April 30, 2018**. There will be a three-month implementation period during which these new forms will be transitioned in.
- ❖ Researchers will be able to continue to submit current drafts (or clones of current applications) within the TRAQ system until July 30, 2018. **After July 30 2018, old forms will no longer be accepted, and the cloning function will be turned off.**
- ❖ A new short application, renewal and study closure form will be in development next!
- ❖ The Ethics Compliance Advisor will be running sessions to help Researchers learn about the new HSREB application forms. Please email jennifer.couture@queensu.ca if you would like information about upcoming training sessions.

TRAQ Updates

- ❖ The HSREB application forms now contain live hyperlinks.
- ❖ Event forms can now be returned to researchers, eliminating the need to create new forms for event clarifications and modifications.
- ❖ Researchers will now receive an email notification upon the successful submission or re-submission of an event form in TRAQ.
- ❖ Shared email communications are now shown to users (Principal Investigator and Project Team Members) in the log section of the application.

Clinical Trials Ontario (CTO) and OCREB Updates

- ❖ CTO launched a new Observational Research Application Form and an [Observational Informed Consent Form Template](#) in October 2017.
- ❖ The Ontario Cancer Research Ethics Board (OCREB) migrated to CTO Stream in March 2017.
- ❖ OCREB no longer requires the submission of Health Canada authorizations or the Clinical Trial registration number in CTO Stream.



Click here for the HSREB Full Board Meeting & Submission Schedule 2018.

Contact Us

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Visit the HSREB Website:



Yours truly,

Albert Clark, PhD
HSREB Chair

Writing Consent Forms

- ❖ The HSREB recommends that all participant materials be appropriate for the age and reading level of the average participant (~ Grade 7-8).
- ❖ To find out the reading level of your documents, run a 'Spelling & Grammar' check in Microsoft Word. The check will provide you with a Flesch-Kincaid Grade Level.
- ❖ For additional guidance, refer to the document titled '[How to Use and Understand Flesch-Kincaid Readability Statistics in Microsoft Word](#)' on the HSREB website.



"The biggest risk in this study is just reading the consent form!"

Other Important Changes Coming Soon

- ❖ Completion of the Course on Research Ethics ([CORE](#)) or [Good Clinical Practice \(GCP\)](#) will soon be mandatory for Researchers who have significant study-related duties. CORE will be mandatory for all Queen's Researchers, and either CORE or GCP will be mandatory for all Hospital Researchers. External applicants will not be required to take CORE; however, external student applicants may be asked to take CORE.
- ❖ The [General Data Protection Regulation \(GDPR\)](#) implementation date is May 25, 2018. This may impact Researchers working in the EU and/or Researchers working with participants from the EU. Please refer to the GDPR website for additional guidance.
- ❖ The [U.S. Department of Health and Human Services \(HHS\)](#) has delayed the implementation of the revisions to the Common Rule until January 21, 2019.

HSREB Website Updates

- ❖ [Snowball Sampling Recruitment Guidelines](#)
 - ❖ [Ethical Considerations for Instructors Conducting Research on their Students](#)
 - ❖ [Research Ethics Recruitment Poster Guidelines & Example](#)
 - ❖ [Guidance for Qualtrics - Conducting Anonymous Surveys](#)
 - ❖ [Guidance for Qualtrics - How to Distribute Your Survey Anonymously](#)
 - ❖ Quality Improvement/Quality Assurance Guidelines (Coming Soon!)
 - ❖ New Frequently Asked Question (FAQ) and Participant Information Sections on the website!
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