

TAHSN RESEARCH ETHICS COMMITTEE (TREC)

Task Force on Research Ethics Standard Operating Procedures (TF-SOPs)

Terms of Reference

PURPOSE

The TAHSN Research Ethics Committee's Task Force on Research Standard Operating Procedures (TF-SOPs) is to carry out specific tasks for the TAHSN Research Ethics Committee as described below.

RESPONSIBILITIES

To act as a venue for collaboration and to provide guidance to the TAHSN Research Ethics Committee (TREC) concerning issues related to research ethics standard operating procedures (SOPs).

The work of the Task Force includes, but will not necessarily be limited to, the following activities:

i. Identification of Best Practices and U.S Regulations and U.S. REB Accreditation.

The Task Force will develop a detailed comparison of existing SOPs at TAHSN institutions versus "best practices" (SOPs) for institutions holding U.S. Department of Health and Human Services institute grants (e.g. NIH grants) and for receiving/maintaining U.S. Association for the Accreditation of Human Research Protection Programs (AAHRPP). Individual TAHSN institutions will use the results of the comparison for quality assurance purposes.

ii. Identification of Best Practices and Canada's TCPS2 and CGSB on Clinical Trials

The Task Force will conduct a detailed comparison of existing SOPs at TAHSN institutions versus "best practices" (SOPs) for the (soon to be released) Tri-Council Policy Statement (TCPS2) and the (soon to be released) Canadian General Standards Board (CGSB). Individual TAHSN institutions will use the results of the comparison for quality assurance purposes.

iii. Writing a Report on SOPs and Canadian and American requirements

The Task Force will generate a briefing memo to the TRC drawing on the earlier comparisons in (i) and (ii) which outlines the complexities and issues that exist and act as barriers towards standardizing SOPs.

Individual members of the Task Force will also be responsible for leading or coordinating their respective institutions' revision of existing SOPs as necessary.

MEMBERSHIP

CHAIR

Associate Vice-Provost, Health Sciences Policy and Strategy

MEMBERS

- Chairs of TREC Working Groups
- TREC members with particular expertise in SOPs or substantive areas related to SOPs
- At least one representative from each TAHSN institution who will be responsible for leading local efforts (or coordinating efforts) for the revision of their institution's existing SOPs, as necessary.

REVIEW AND REPORTING STRUCTURE

The Task Force reports to TREC through the TREC Chair.

Activity (i) will be completed for the October/November 2010 TREC meeting.

Activity (ii) will be completed within four (4) months after the release of TCPS2 and within four (4) months after the release of the Canadian General Standards Board document.

Activity (iii) will be completed within six (6) months after the completion of (i) and (ii).

FREQUENCY OF MEETINGS

As determined by the Chair in consultation with its members.

Approved by the TAHSN Research Committee July 16, 2010