

Centre for Studies in Family Medicine_Research Committee
DOCUMENT 1: PROCEDURES FOR RESEARCH PROJECT REVIEW

Preamble:

The purpose of this document is to define appropriate procedures for review of the research projects occurring within the Department of Family Medicine. It is the general intent of these procedures to be supportive of quality research in family medicine.

Having procedures for research review is appropriate because we recognize that some research projects and research requests may overly tax our resources or be inappropriate for primary care.

Such procedures will promote awareness of research projects by members of the Department of Family Medicine and benefit researchers by increased exposure to the expertise that exists within our Department.

It is central to this document that each Family Medicine Centre (FMC) within the Department has an active Centre Research Committee (CRC). This committee could be multidisciplinary, as occurs in the academic teaching units, or be as small as one or two persons interested in research, (research facilitators), within the community-based practices.

The role of the Centre Research Committee (CRC) and research facilitators (RF) is to promote and support family medicine research within each Centre or community-based practice.

In light of the foregoing the following procedures are suggested as a means of reviewing, being aware of and supporting family medicine research within the Department of Family Medicine, Western University.

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1. All research involving human subjects must receive ethical approval from Western University Research Ethics Board through the Office of Research Ethics.
 2. A Family Medicine researcher doing research in their individual practice is encouraged to seek support from their CRCs or research facilitators.
 3. Research involving more than one practice at a Family Medicine Centre must be approved by the CRC.

4. Collaborative research between Family Medicine Centres in the Department is encouraged.
5. Research involving more than one Family Medicine Centre requires approval from the Centre for Studies in Family Medicine_ Research Committee. This does not obligate any individual Family Medicine Centre or practitioner to participate in this research.
6. Family Medicine residents and PhD and Masters of Clinical Science in Family Medicine students will be required to have their research facilitators sign the request forms.
7. The Centre for Studies in Family Medicine_ Research Committee should be made aware of all research projects occurring at the Centres.

SUMMARY OF RECOMMENDATIONS

NATURE OF RESEARCH (Includes Resident Research)	APPROVAL REQUIRED	NOTIFICATION FOR INFORMATION AND SUPPORT
Single Practice		CSFM_RC / CRC / RF
Single Family Medicine Centre (internal or external request)	CRC / RF	CSFM_RC
More than one Family Medicine Centre (internal or external request)	CSFM_RC / CRC / RF	

Legend:

CSFM_RC = Centre for Studies in Family Medicine_ Research Committee

CRC = Centre Research Committee

RF = Research Facilitator