



How you want to be treated.

## **Providence Health Care (PHC) Medical Staff Orientation Program:**

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# ***Medical Staff Orientation Manual***

### **Research**

*Prepared by Medical Affairs, PHC  
in collaboration with Leaders and Staff from across the Organization*

*Please refer to the PHC Medical Staff website for copies of important documents such as  
PHC Medical Staff Rules, Bylaws, and Medical-Staff-related policies  
<http://phcmedicalstaff.ca>*

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## Research

### PHC Research Institute (PHCRI)

#### **Background**

**Vision:** At the PHC Research Institute (PHCRI) our vision is to dramatically improve the treatment and overall health of patients and residents at PHC and beyond, through relevant, ethical and inspired health research.

**Mission:** The PHC research community finds solutions to questions that arise from PHC care settings using high quality research. We acknowledge the rapidly changing health care environment and embrace the challenges it provides. We prioritize prevention, treatment and outcomes research questions that are relevant to PHC's populations of emphasis. We mentor and train new researchers. We encourage novel research ideas such as inter-disciplinary and inter-professional collaborations, knowledge transfer, and partnerships with patients and communities.



#### **Overview**

Research support services at Providence are organized in the PHC Office of the Vice President, Research & Academic Affairs, and the PHCRI Research Facilitation Office (RFO). These offices provide services to all researchers at PHC and are accountable for PHC's compliance with the complex ethical, legal and regulatory framework of research on human subjects. Research is conducted under policies set out by the University of British Columbia and PHCRI. All research involving human subjects at Providence must be reviewed and approved by the UBC-PHC Research Ethics Board (REB). The UBC PHC REB will accept ethical approval certificates issued by any of the UBC Affiliated Research Ethics Boards (UBC CREB, UBC BREB, UBC C&W or UBC BCCA REB). The Research Institute is responsible for the management of all sponsored research arrangements including research chairs, grants, clinical trials and research contracts for researchers at all PHC hospitals. This includes negotiating and managing all confidentiality agreements, industry-sponsored clinical trial agreements, as well as agreements with government and other academic institutions. In addition to the regulatory and ethical services, the Research Facilitation Office provides Finance, Human Resources, Research Development, Communications, Education and Research Funding, including Indirect Costs of Research allocations to support Providence research.

#### **Office of the Vice- President, Research and Academic Affairs**

The Office of the Vice-President, Research and Academic Affairs directs the Research Institute, the Research Leaders Committee, and the Research Institute Board, represents the Research Institute publicly and at UBC, and seeks funding and partnership opportunities. The Research Institute President is a Senior Leader at PHC, responsible for ongoing development of research/academic programs and partnerships for PHC.

#### **Research Distribution List**

PHCRI RFO maintains a distribution list of those involved in research at PHC. Our goal is to ensure we are reaching everyone involved in research, including investigators, coordinators, hospital staff, students, postdoctoral fellows, and administrators. To ensure you are kept up-to-date with the latest research-related events, procedures, deadlines, funding opportunities, and other activities, please add yourself to the list by sending your contact information, including name, e-mail, phone, research group, title, status (e.g., investigator, student, PDF, staff), and area(s) of research interest if applicable, to [research@providencehealth.bc.ca](mailto:research@providencehealth.bc.ca).

<b>Communications and Education</b>	
<ul style="list-style-type: none"> <li>▪ Creates and distributes weekly E-Blast notices on events and funding opportunities</li> <li>▪ Maintains Researcher Directory</li> <li>▪ Maintains PHCRI internet and intranet websites</li> <li>▪ Organizes training and educational workshops</li> <li>▪ Organizes special events, including PHCRI's annual Research Day</li> </ul>	
<b>Ethical Reviews</b>	
Management of UBC-PHC Research Ethics Board <ul style="list-style-type: none"> <li>▪ Administers PHC REB decisions, and communicates decisions to the research community</li> <li>▪ Responds to inquiries on applications and ethical issues</li> <li>▪ Advises researchers on regulatory and Tri-Council Policy Statement (TCPS2) requirements for conducting research involving humans or material or information derived from humans, as well as specific UBC policies, standards, and requirements</li> </ul>	Hospital Approvals for Ethics Submissions <ul style="list-style-type: none"> <li>▪ Manages issuance of institutional approvals for human subject research, granted upon receipt of ethics approval, hospital department and/or service approvals, completed contracts, and payment of REB review fees</li> </ul>
<b>Contract Services and Grant Administration</b>	
Contracts <ul style="list-style-type: none"> <li>▪ Negotiates and manages all industry-sponsored research agreements, as well as agreements with government and other academic institutions</li> <li>▪ Coordinates with UBC University-Industry Liaison Office's Sponsored Research Group</li> <li>▪ Responds to clinical trial agreement inquiries</li> <li>▪ Liaises between UBC, UILO, and PHCRI</li> <li>▪ Provides support to the Clinical Trials Network Group</li> <li>▪ Provides educational workshops for clinical coordinators and hospital staff</li> </ul> Grants <ul style="list-style-type: none"> <li>▪ Facilitates grant applications and assists in obtaining institutional signatures</li> <li>▪ Coordinates and manages institutional applications (e.g., CFI, MSFHR) and internal award competitions</li> <li>▪ Maintains institutional research statistics</li> <li>▪ Identifies funding opportunities</li> </ul>	
<b>Finance and Human Resources</b>	
<ul style="list-style-type: none"> <li>▪ Provides financial accountability of research funds held in trust accounts (0137-xxxx) at St. Paul's Hospital, and accounts payable/accounts receivable for these funds</li> <li>▪ Provides monthly statements for research trust account holders</li> <li>▪ Supports hiring and management of employees of research programs</li> <li>▪ Develops Human Resources and Finance policies and procedures</li> </ul>	

### **Resources**

For more information about our programs and services, you may also visit our website at [www.providenceresearch.ca](http://www.providenceresearch.ca) or e-mail [research@providencehealth.bc.ca](mailto:research@providencehealth.bc.ca).

### **Contact Information**

#### **PHCRI Research Facilitation Office**

Research Ethics and Contract Services, Grant Administration,  
 Human Resources, and Financial Services  
 Mailing Address: 1081 Burrard Street, Vancouver BC V6Z 1Y6  
 Location: 10th floor – 1190 Hornby Street, Vancouver BC V6Z 2K5  
 Phone: 604-806-9464, Fax: 604-806-8568, E-mail: [research@providencehealth.bc.ca](mailto:research@providencehealth.bc.ca)  
 Office Hours: 8:30 am – 4:00 pm, Mon–Fri