

	<ul style="list-style-type: none"> b. complies with the standards of the Tri-Council Policy Statement (most current version), accepted ethics standards, policies and procedures, and the Bruyère Continuing Care REB Policies and Procedures for conducting research with human participants c. meets generally accepted standards of scientific rigour d. have obtained approval from the appropriate administrators to utilize the resources of programs/departments outlined in the application <p>During the review process, the Bruyère Continuing Care REB and the applicant may discuss the preparation and revision of the application. Nonetheless, the final approval of the application rests with the Bruyère Continuing Care REB.</p> <p>Prior to the submission of any proposal for review by the Bruyère Continuing Care REB, the Chair of the Bruyère Continuing Care REB will ensure that:</p> <ul style="list-style-type: none"> a. all research policies and procedures are addressed and adhered to b. as a means to evaluate the appropriate stewardship of resources, an impact statement from all affected departments/programs is obtained and accompanies the proposal submitted for Bruyère Continuing Care REB review (This section is 25 of the COREB) c. all necessary documents have been submitted (e.g.: contracts, budgets, etc. <p>After the research proposal has been approved by the Bruyère Continuing Care REB, the REB maintains ethical oversight of the research through a continuing review process. The Chair of the Bruyère Continuing Care REB is responsible to ensure that:</p> <ul style="list-style-type: none"> a. the Adverse Event Sub-committee of the Bruyère Continuing Care REB regularly reviews all adverse events reported by research investigators b. the status of each research project is reviewed annually or sooner if the need for an earlier review is identified through the continuing review process c. the approval of the Bruyère Continuing Care REB will be reconsidered or withdrawn from projects that have been identified as not complying with the protocol approved by the Bruyère Continuing Care REB or that have been identified as posing new and/or significant increases in the level of risks to research participants that were not identified in the approved REB application. In the case when the Bruyère Continuing Care REB withdraws its approval, the activities of the research project must cease immediately and the study investigators must take appropriate steps to ensure that the interests of the study participants are not adversely affected as a consequence of such actions.
Terms of Office (Chair):	The term of the REB Chair will be 3 years, renewable for up to 9 years.
Terms of Office (Members):	Excluding the Chair, members will have a two-year appointment with the possibility of renewal for up to 10 years. Renewal may be extended beyond 10 years at the discretion of the Quality Management and Mission Effectiveness Committee of the Board of Directors upon recommendation by the Chair.
Chair:	The Chair of the REB will be appointed by the Bruyère Board with consultation from the Vice President, Research and Academic Affairs.
Vice-Chair	The Vice-Chair of the REB will be nominated by the membership of the REB in consultation with the Vice President, Research and Academic Affairs
Membership:	The appointment of the Chair and membership of the Bruyère Continuing Care

	<p>REB is approved by the Bruyère Continuing Care Board of Directors. The Bruyère Continuing Care REB is multidisciplinary in nature and is composed of men and women who have a demonstrated interest in research ethics with the majority being Canadian citizens or permanent residents of Canada. The membership of the Bruyère Continuing Care REB also fulfills the requirements of Article 1.3 of the Tri-Council Policy Statement (most current version) and Includes:</p> <ul style="list-style-type: none"> a. Chair b. Vice-Chair c. At least two scientists who have broad expertise in the areas of research methodology for research undertaken in the areas of palliative care, primary-care, epidemiology, long-term-care, geriatrics/gerontology and/or rehabilitation d. At least one member who is knowledgeable in ethics relevant to research involving human subjects e. At least one member who is knowledgeable in the law relevant to research involving human subjects f. At least two members recruited from the community who have no affiliation with organization g. At least one representative from Bruyère Continuing Care staff with expertise in Clinical Neuropsychology h. At least one representative recommended by the Department of Pharmacy i. At least one representative from Bruyère Continuing Care staff who is a nurse or allied health professional j. At least one physician representative recommended by the Medical Advisory Council k. Recording secretary (non-voting) – REB secretary is the recording secretary for the REB meetings l. Ad hoc advisors (non-voting) - When the REB lacks experience or expertise to conduct competent ethics review of a particular research project, the REB may seek the input of ad hoc advisors(s) who will not take part in the decisions of the REB
<p>Meeting Frequency:</p>	<p>Meetings will be scheduled monthly at a set time that will be publicized at the beginning of each academic year. At the discretion of the Chair, scheduled meetings may be cancelled so long as at least four meetings occur during the year. At the discretion of the Chair, guests may also be invited to attend the meeting of the Bruyère Continuing Care REB. All efforts are made to conduct face-to-face meetings. However, the option of various members joining the meeting via teleconference (or other technological means) can be implemented when special circumstances warrant such accommodations.</p>
<p>Meeting Duration:</p>	<p>Two hours</p>
<p>Quorum:</p>	<p>Greater than fifty percent of voting members. Quorum must also represent the membership requirements of the Tri-Council Policy Statement (most current version) Article 1.3 and include:</p> <ul style="list-style-type: none"> a. at least two members who have a broad expertise in the methods or the areas covered by the REB b. at least one member who is knowledgeable in ethics relevant to

	<p>research involving humans</p> <ul style="list-style-type: none"> c. at least one member who is knowledgeable in the relevant law d. at least one member recruited from the community which has no affiliation with the organization <p>One member may not fill more than two roles.</p>
<p>Decision Making Process:</p>	<p>Decisions of the Bruyère Continuing Care REB as to the approval/rejection of a proposal will be officially communicated by the Chair in writing to an applicant within 14 days of the final decision from the Bruyère Continuing Care REB.</p> <p>Although attempts will be made to reach consensus, a majority of votes for or against a motion shall be taken as the Bruyère Continuing Care REB’s decision provided there is a quorum of the voting membership. Written submission will be considered when a member cannot attend but written submissions will not be considered as a vote for a decision.</p> <p>When the vote of the membership present is evenly split and there is a quorum present, the Chair shall vote in order to yield a majority decision.</p> <p>The decisions of the REB will be clearly recorded in the minutes of the meeting and the minutes will also record any dissents and the reasons for them. Bruyère Continuing Care REB members who are a principal investigator/ co- investigator of a research application shall absent themselves from the meeting during the committee’s consideration and decision of such research applications.</p> <p>Given that the majority of the Bruyère Continuing Care REB members hold other positions within Bruyère Continuing Care, a REB member may have a direct or indirect interest in an application before the committee. Prior to an application being reviewed, all Bruyère Continuing Care REB members will be asked by the Chair to declare:</p> <ul style="list-style-type: none"> a. whether they have any interest in the application under review and b. whether they are aware of any other REB members having an interest in the application. When a conflict of interest is identified, the Bruyère Continuing Care REB will decide whether the nature of the conflict of interest warrants the REB member to be absent from the meeting when the REB membership reviews and votes on the application. <p>The principal investigator of a study reviewed by the REB may appeal the decision of the REB by sending a written request for reconsideration to the Chair of the REB. When reviewing the appeal received from a principal investigator, the REB will follow the procedural approach as outlined in the Bruyère Continuing Care REB Policies and Procedures. This approach includes:</p> <ul style="list-style-type: none"> a. the REB reconsidering its decision by reviewing counter-arguments and/or additional information provided by the investigator that was not available to the REB members at the time the decision of the REB was made. b. In the event of a final decision by an REB to deny approval of a project, if the primary investigator believes there have been procedural irregularities or bias on behalf of the REB, or if the primary investigator finds that the conditions required by the REB compromise the feasibility

	<p>or integrity of the proposed research the principal investigator may send a request for appeal to the V.P. of Research and Academic Affairs to have the REB's process reviewed. An independent REB located at another institution and duly constituted under the TCPS (most current version), will undertake an appeal review according to TCPS (most current version) standards and in accordance with a written agreement between the institutions.</p> <p>In case of conflict between this document and the By-laws of the corporation, the provisions outlined in the By-laws will prevail.</p>
Evaluation:	Every 2 years.