

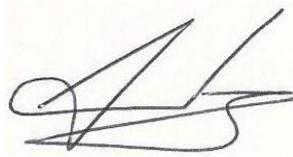
POLICY TITLE **Our Lady's Hospice and Care Services
(OLH&CS) Research Approval Process**

AREA: All clinical areas

REFERENCE NO: OLH GN 076

AUTHOR: Professor Andrew Davies (Professor of Palliative Medicine)

SIGNATURE:



Date: 10/05/2021

CO-SIGNATORY: Professor Michael Connolly (Professor of Clinical Nursing)



Date: 10/05/2021

APPROVED BY: Education & Research Committee, Our Lady's Hospice,
Harold's Cross.

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1. Policy

OLH&CS is committed to promoting evidence based care, and facilitating multi-professional clinical research within its services.

The purpose of this document is to detail policy and procedure governing the approval of research studies within OLH&CS.

No research can be undertaken within OLCH&S unless there is prior ethical committee approval and approval from the OLHC&S Education & Research Committee.

Researchers should ensure that any other required approvals are also in place prior to the start of the study.

2. Scope

This policy applies to all research studies undertaken within OLH&CS, but does not apply to service evaluations or audits.

Service evaluation seeks to assess how well a service is achieving its intended aims. It is undertaken to benefit the people using a particular healthcare service and is designed and conducted with the sole purpose of defining or judging the current service.

Audit usually involves a quality improvement cycle that measures care against predetermined standards (benchmarking), takes specific actions to improve care and monitors ongoing sustained improvements to quality against agreed standards or benchmarks.

Research involves the attempt to extend the available knowledge by means of a systematically defensible process of enquiry.

Table 1 shows the main differences between service evaluation, audit and research. The following link provides a tool for determining whether or not a project constitutes a research project.

<http://www.hra-decisiontools.org.uk/research/index.html>

Table 1 Key criteria to consider when deciding whether your project is service evaluation, audit or research

	Service Evaluation	Audit	Research
Overall aim (intent)	To judge the quality of the current service	To measure clinical practice against a standard	To generate new knowledge/add to the body of knowledge
Initiated by	Service providers	Service providers	Researchers
Involves a new treatment	No	No	Sometimes
Randomisation	No	No	Sometimes
Allocates patients to treatment groups	No	No	Sometimes

3. Procedures

3.1 Submission process

Research in OLH&CS must align with the strategy, mission and vision of OLH&CS.

All research conducted at OLH&CS requires prior approval from the Education & Research Committee (a sub-committee of the Board of OLH&CS).

Individuals who wish to conduct research in OLH&CS must fully complete the OLH&CS Research Approval Form (Appendix A), and the Data Protection Compliance Form (Appendix B).

Supporting documentation (study protocol, participant information sheet, participant consent form, clinical record form/research study questionnaire, Ethical Committee approval, and other relevant approvals) must accompany the application. Incomplete applications will not be processed.

The researcher should submit the application & supporting documentation to the Academic Secretary in the Academic Department of Palliative Medicine (adpm@olh.ie).

3.2 Approval process

All applications are reviewed by the OLH&CS Education and Research Sub-Committee, which includes the CEO, the Director of Nursing, Quality and Clinical Services, the Professor of Palliative Medicine, the Professor of Nursing, the Deputy Head of Clinical Services and Head of Complementary and Creative Arts Therapy Department, and two independent members.

Following review, applications may be

- Approved
- Approved subject to certain conditions
- Not approved

The decision of the Sub-Committee will be relayed to the researcher within two weeks of the relevant meeting. The Sub-Committee are unable to enter into further discussion about the decision, and approval for a study start is only valid for a period of six months. Studies which do not start within six months of approval will need to be re-assessed by the Sub-Committee.

3.3 Conducting Research

Individuals undertaking research in OLH&CS must have appropriate training (including GDPR training), and must conduct themselves professionally at all times. Failure to do so will be sufficient cause for termination of the study.

Research proposals approved by the Education & research Committee allows the researcher to proceed only with the research outlined; it is not an endorsement and does not compel any patient or staff member of OLH&CS to participate in the study.

Any proposed adjustments or amendments to the original research proposal must be approved by the Education & Research Committee before being implemented.

External researchers wishing to carry out research in OLH&CS will be required to have an appropriate internal co-applicant. If required, co-applicants can be sourced via the Professor of Palliative Medicine or Professor of Clinical Nursing.

3.4 Reporting Requirements

The researcher must submit an annual report to the Academic Department of Palliative Medicine, and a final report within three months of the end of the study. Failure to do so will be sufficient cause for termination of the study. These should be sent to the Academic Secretary of the Academic Department of Palliative Medicine at OLH&CS: adpm@olh.ie

3.5 Publication

OLH&CS should be acknowledged in all publications and it should be clear whether or not OLH&CS were the sponsors of the study. The researcher is

expected to inform the Academic Department of Palliative Medicine of all outputs relating to the study (i.e. research presentations, journal articles), and must provide an electronic copy of all journal articles. These should be sent to the Academic Secretary of the Academic Department of Palliative Medicine at OLH&CS: adpm@olh.ie

4. Personal and Organizational Rights

- Participation in research studies by patients, students, staff and volunteers of OLH&CS is voluntary.
- Informed consent is required from each participant.
- Anonymity of each participant must be preserved.
- Researchers must adhere to the Data Protection Policy of OLH&CS. The policy is available to access from the CEO's office or the OLH&CS Portal (Policy GN-038).

5. Evaluation and Review

This policy will be reviewed on or before the scheduled review date. Any comments or suggestions to improve this policy may be sent at any time to the author or to the Academic Secretary of the Academic Department of Palliative Medicine.

Research approval forms can be downloaded from the website [here](#)

To download them directly please use the following links:

- [Research Approval Form #1](#)
- [Research Approval Form #2](#)

