



IMPORTANT NOTICE

Date: February 26, 2007

To: Researchers and research staff who submit applications to the BCCA Research Ethics Board

From: Joseph Connors, M.D., Chair, UBC BCCA Research Ethics Board

1. **Dr. George Browman, new UBC BCCA REB Chair March 1st**

Please join us in welcoming Dr. George Browman who will be assuming the role of UBC BCCA REB Chair effective March 1st. Many of you already know Dr. Browman, who recently joined BCCA as a senior medical oncologist at the Vancouver Island Centre. Dr. Browman arrived from Calgary, Alberta where he served as Vice-President of the Alberta Cancer Board and Director of the Tom Baker Cancer Centre. He is also a Professor at the University of Calgary, Department of Oncology and Professor at McMaster University, Department of Clinical Epidemiology and Biostatistics. Dr. Browman has worked on numerous inter-provincial cancer control initiatives and we look forward to working with him in his role as REB Chair. Drs Connors and Browman will work together to ensure as smooth a transition to the new Chair as possible.

This announcement also provides us with the opportunity to recognize and extend sincere thanks to both Dr. Connors who will continue serving on the REB. Dr. Connors will assume the role of Vice-Chair from Dr. Lynne Nakashima, who in turn will assume the role of second Vice-Chair from Dr. Ken Swenerton.

Members Leaving the REB

Dr. Ken Swenerton, Dr. Paul Hoskins, and Dr. Frances Wong have completed their period of service to the REB and will be leaving the REB March 1st. The REB wishes to thank each of them for their dedication and valuable contributions.

New Member

We also welcome Dr. Jonn Wu (BCCA Radiation Oncologist at Vancouver Centre) who will join the REB to replace Dr. Frances Wong and will begin alternating with Dr. Mira Keyes in March.

2. **Queue for New Submissions**

New submissions are already tentatively being scheduled for the full board meeting of **March 27, 2007**.

Queue Status:

It is difficult for the REB to know in advance when a full board meeting will become full or when changes may occur due to unforeseen circumstances however, we can give you an idea of the meeting date for which we are currently booking and the capacity for that meeting. Please see the revised Deadlines & Meeting Schedule on our REB webpage which now indicates the status of each meeting and the (%) capacity to which it is filled as of the date updated. [Deadlines & Meeting Schedule](#)

Deficient Submissions

If the REB identifies a deficient submission prior to the REB meeting, it may be returned and the place in the queue may not be held.

1. Please ensure that the [BCCA REB Consent Template](#) is followed as this will reduce the time the REB needs to spend on each proposal and allow us to improve efficiency.

2. **For clinical trials**, consent forms must always include a statement of the standard treatment at BCCA and the expected likelihood and duration of response. This statement should indicate (1) the usual treatment recommended for the subject's condition at BCCA; (2) the likelihood that this treatment will be effective; and (3) the usual (median) duration of benefit if the treatment is effective. Note this treatment may not necessarily be a well proven standard since there are many situations in which no such standard exists; however, there is virtually always a usual treatment recommended and it is that usual treatment that should be described.
3. **Pilot or Feasibility Studies** must include the required elements. These are outlined in a document named "Elements Required of a Pilot or Feasibility Study" found on the BCCA REB New Applications web page: <http://www.bccancer.bc.ca/RES/REB/NewAppl.htm#pilot> (This link is also in the consent template under the pilot or feasibility study section).
4. **Documents:** Please ensure that the dates entered in the application match the dates in the footer of the documents you are attaching (the REB cannot edit/correct applications or documents).

3. **Department Approval must be obtained prior to submission to REB**

When you "submit" a new application it is not sent directly to the REB, it is first routed to the Department you select for Dept. Head review/approval. It is not until the Department Head approves the study that it will appear in the REB in-box. Please be sure to allow enough time for your Department Head to review/approve the submission in order to meet the REB deadlines. The REB does not track the Department Review. It is the Principal Investigator's responsibility to follow-up with their Department Head to ensure the study is reviewed/approved in time for an REB deadline.

How can you track this?

You can track your submission in RISE by looking at the "state". When you see the state change from "Department Review" to "REBA Screening" this indicates the REB has received the study.

Instructions for Departmental Reviewers: [Help Document #3](#) on our REB webpage.

4. **Web Updates**

[Consent Templates](#): Updated Feb 23, 2007

- signature page; added description of "assisting" with the consent process
- pilot or feasibility study section; added a link to a document containing the required elements.

[Deadlines & Meeting Schedule](#)

- Updated as noted above in item 2.

[Help Documents](#)

- added #7 How to Create and Submit an Amendment

5. **QUESTIONS**

Please contact Bonnie Shields, Manager, UBC BCCA REB at reb@bccancer.bc.ca (604-877-6284) or myself at jconnors@bccancer.bc.ca 604-877-6000 x 2746.

Thank you for your attention,
Joseph M Connors, MD
Chair, UBC BCCA REB