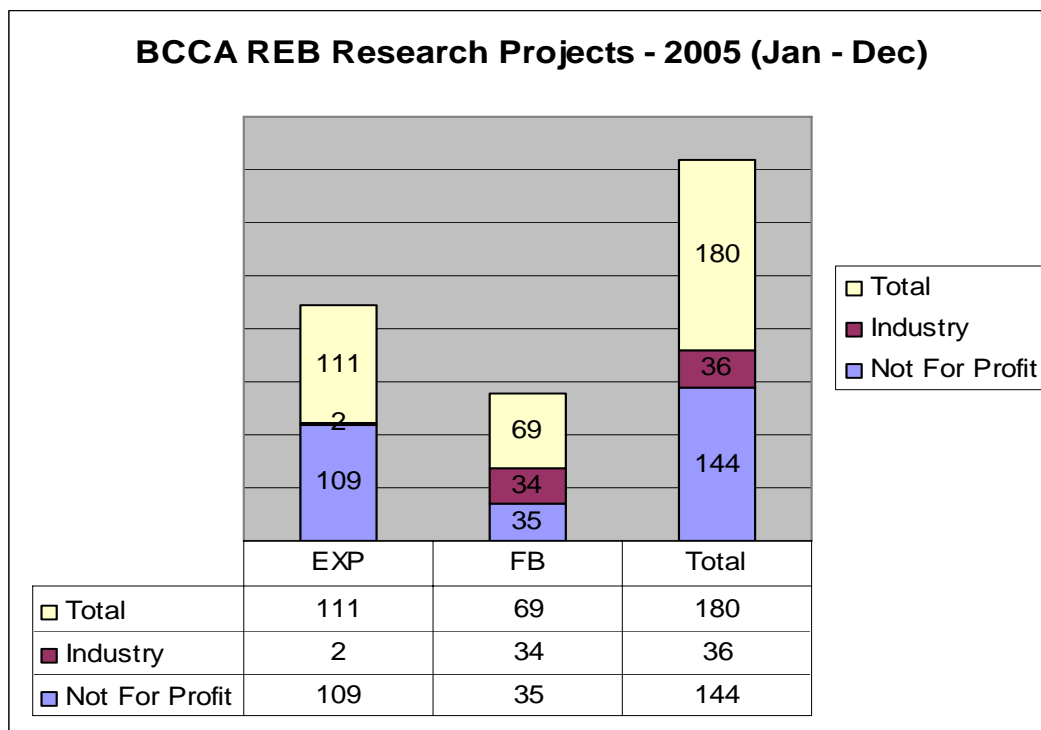




## 2005 ANNUAL REPORT

**180 NEW PROJECTS** between January 1 – December 31, 2005



<b>Total</b>	<b>180</b>
Approved	170
Pending Approval	5
Withdrawn	5

Invoiced	Fee Waived	Withdrawn Post Review	Withdrawn Pre-Review	Total Owing	Paid	Outstanding Balance
36	6	4	1			
\$108,000.00	(18,000.00)	(4,000.00)	(3,000.00)	83,000.00	(68,000.00)	\$15,000.00

Due to the increase in submissions to the UBC BCCA REB and limited resources, statistics for amendments, annual renewals, and adverse events are not available.

### SERIOUS ADVERSE EVENT REPORTING

In July 2004, the UBC BCCA REB developed a new reporting system for serious adverse events utilizing an Access 2002 database posted on the BC Cancer Agency network. The REB is currently receiving, cataloging, and reviewing more than 300 new Serious Adverse Event reports each month. The electronically fully searchable BCCA REB Database now has more than 4000 separate SAE reports in it.

## MEMBERSHIP

During 2005 the board gained four new members. Dr. David Fenton resigned as he was relocating and Dr. Susan Ellard changed her status to alternate with one of the new members. The Board is now comprised of 21 voting members of diversified specialties from the community and each of the four BC Cancer Agency centres:

(Chair)	Dr. Joseph Connors	(Medical Oncology/Ethics/Vancouver Centre)
(Vice-Chair)	Dr. Lynne Nakashima	(Pharmacy/Ethics/Vancouver Centre)
(Second Vice-Chair)	Dr. Ken Swenerton	(Medical/Gyne Oncology/Vancouver Centre)
	Dr. Paul Hoskins	(Medical/Gyne Oncology/Vancouver Centre)
	Dr. Hagen Kennecke	(Medical Oncology/Vancouver Centre)
New	Dr. Kevin Song	(Hematology/Medical Oncology/Vancouver Centre)
New	Dr. Carolyn Lohrisch	(Medical Oncology/Vancouver Centre)
	Dr. Frances Wong	(Radiation Oncology/Fraser Valley Centre)
	Dr. Paul Blood	(Radiation Oncology/Vancouver Island Centre)
	Dr. Maxine Mueller	(Qualitative Research/Nursing/Vancouver Isl. Centre)
	Dr. Susan Ellard	(Medical Oncology/Centre for the Southern Interior)
New	Dr. Sanjay Rao	(Medical Oncology/Centre for the Southern Interior)
	Dr. John Spinelli	(Statistics/ Epidemiology/Vancouver Centre)
	Dr. Nhu Le	(Statistics/ Epidemiology/Vancouver Centre)
New	Dr. Chris Bajdik	(Statistics/ Epidemiology/Vancouver Centre)
	Dr. Maria Cristina Barroetavena	(Qualitative Research/Symptom Mgmt./VC)
	* Dr. Lori d'Agincourt-Canning	(Ethics/ Non-Scientific/Vancouver)
	* Mr. Chris Bardon	(Law/ Non-Scientific/Community/Vancouver)
	* Ms. Katherine Arnold	(Law/ Non-Scientific/Community/Vancouver)
	* Ms. Joan Rush	(Law/ Non-Scientific/Community/Vancouver)
	* Ms. Jo-Ann Isaacson	(Non-Scientific/Community/Vancouver)

*\*Member unaffiliated with BCCA*

## MEETINGS

Meetings were scheduled for the second and fourth Tuesday of each month with the exception of August and December only one meeting scheduled for these two months.

Scheduled: 22

Cancelled: 2 (March 22<sup>nd</sup> and July 26 due to lack of quorum).

Held: 21 (includes one ad-hoc meeting was held August 2<sup>nd</sup>)

## RESOURCES

The UBC BCCA REB and the UBC Clinical Research Ethics Board (CREB) continues to keep the research oversight processes as consistent as possible. The BCCA REB has established and maintained resources for processes specific to the BCCA REB utilizing the BCCA REB website and network to convey these to BCCA researchers.

## OPERATIONS

### Staffing

The UBC BCCA REB has been supported by one full time coordinator, a part time chair and two part time vice-chairs. The workload is at least twice to three times as much as was anticipated which reflects the major commitment of the BCCA and BCCRC to conduct translational research.

A full-time REB Clerk position was created and filled in February 2005. The incumbent has taken a leave of absence beginning December 2005, the REB is recruiting for coverage.

The REB is also recruiting a second one year temporary full-time coordinator to provide coverage for the permanent coordinator whose time is required to work on the implementation of the new Researcher Information Services (RISe) system.

REB Chair: A proposal was forwarded to the BC Cancer Agency Executive in November 2004 for funding for a new staff position at BCCA that would be authorized with one-half time responsibility to Chair the BCCA REB and the other half with any of the BCCA departments preferably located within either Radiation or Medical Oncology and based at the Vancouver Center. This proposal has not yet been accepted. A renewed proposal with more complete documentation of the workload of the REB and projected needs for the next five years is being prepared and will be submitted to the BCCA administration by the end of July 2006.

#### **New Email Address**

A new email address was created for the BCCA REB to facilitate the REB workflow and coverage during staff absences [reb@bccancer.bc.ca](mailto:reb@bccancer.bc.ca)

### **POLICY and PROCEDURES**

#### **Annual Renewals**

Effective January 2005, for studies reviewed and approved by the full board, the date from which the timing for annual renewal is calculated begins from the date of the last full board meeting review, this date will be shown on the certificate of approval.

#### **Updated Certificates**

Effective January 2005, the date of expiry for the current approval will be stated on the certificate.

Full Board Certificates will indicate the full board meeting date and the name of any REB member who did not attend the discussion or vote at the full board meeting review due to a potential conflict of interest.

#### **New Application Forms**

BCCA REB posted new application forms on the BCCA REB web pages to be used Effective August 1, 2005 for all submissions to the BCCA REB.

#### **Peer Review**

The UBC BCCA REB has adequate representation to conduct a Scientific and Ethical Review for new applications. The application for a new submission should indicate if a study has had an internal peer review, such as a BCCA Tumor Group or SERC and the status of the review, however, documentation will not be required unless specifically requested by the REB.

#### **RISe (Researcher Information Services-Ethics)**

The UBC BCCA Research Ethics Board continues to participate with the UBC Office of Research Services in the development of an online ethics review process using a web-based compliance system called "RISe". The system allows the REB and researchers to securely apply for and track research applications through the approval process as well as manage amendments and annual renewals. The UBC Research Ethics for Animal Care has implemented this process and the UBC BCCA REB is to be the pilot for the UBC REB's for human subjects. This software will enhance the quality and efficiency of the overall REB application, review and approval processes. Further announcements will be made as the project progresses.

### **OUTLOOK AND CHALLENGES FOR 2006**

The BCCA REB will focus on the implementation of RISe in spring 2006. The BCCA REB also recognizes the substantial contribution of its members and the necessity to recruit new full-time and alternate members to alleviate the workload and maintain quorum. The REB administrative office will need to relocate to a larger office space to accommodate the increase in staff, however, the timing of the move with the implementation of RISe will have to be coordinated.

The UBC BCCA REB will continue to facilitate ethical oversight of human research in affiliation with the UBC Office of Research Services and the UBC REB's. The BCCA REB is committed to improving its processes, to assist researchers, and ensure compliance with regulatory requirements.