



IWK Health

IWK Research Ethics Standard Operating Procedures

Document # RE 2.205	Title: Ad Hoc Ethics Reviewers	Effective Date: November 19, 2024
Pages: 3	Responsibility of: Research Ethics Board	Date Approved: November 19, 2024

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to inform when an ad hoc review is necessary in order to balance the risks and potential benefits of research participation for populations with specific cultures, values and beliefs that may not be obviously represented on the Research Ethics Board (REB.)

SCOPE:

This SOP applies to the IWK Research Ethics Board

PROCEDURE:

- In the event that the REB is reviewing a project that requires specific community or participant representation, an ad hoc advisor will be identified to provide a review of that project.
- Such consultation with an ad hoc advisor will not alter the composition of the REB.
- The ad hoc advisor will be engaged with the entire review process until final approval.
- Amendments to approved projects may be subject to ad hoc advisor approval as well as final REB approval.
- Ad hoc advisors will be identified through consultation with relevant community organizations and invited to attend the REB meeting in which the relevant project is discussed.
- Ad hoc advisors will be required to complete a confidentiality form prior to receiving the application.
- Ad hoc advisors will submit a review of the relevant project to the REB Chair(s).
- Any community or participant concerns, that compromise culture, values and/or beliefs will be respected and addressed by the REB Chair(s).
- Should ad hoc reviews for specific populations occur regularly, composition of the REB will be modified to ensure appropriate representation.

Note: US regulations will be applied as applicable.

Forms/Records:

Form #	Form/Record Name
Attachment A	Confirmation of Ad Hoc Review

Revision History:

Revision	Date	Description of changes
0.0	March 05, 2020	Initial Release
1.0	February 1, 2023	Updated Logo
1.1	November 19, 2024	Added note regarding compliance with US regulations where applicable

Attachment A
Ad Hoc Review Approval Template:

Confirmation of Ad Hoc Review
Date XXXX

Principal Investigator: XXX
Title: XXXX
Project #: XXXX

On behalf of the IWK Research Ethics Board (IWK-REB), I am acknowledging the above named Project has received an Ad Hoc review by *name of community member with expertise and/or representation in the community or participant population of interest*. Should there be any amendments to the protocol which would negatively impact the community or participant population involved in the research, it is the responsibility of the Principal Investigator to forward documentation of approval to the IWK REB.

Best wishes for a successful study.

Yours truly,

XXXXXX
Co-Chair, Research Ethics Board

This acknowledgment includes the following:

Document Name	Version Date
IWK REB Approval	