



## Nova Scotia EMS Research Steering Committee

Inter-Agency Committee Chaired by the Division of EMS,  
Dalhousie University, Department of Emergency Medicine

### Standard Operating Procedure

<b>SOP #: 1</b>	<b>Title:</b> Research SOP Terms of Reference	
<b>Approval Date:</b> 2013 05 01	<b>Review Date:</b> 2017 11 06	<b>Revision Date:</b> 2015 11 06
<b>Signature of Research SOP Sub-committee Chair:</b>		
		

### PURPOSE

The EMS Research Steering Committee Standard Operating Procedure (SOP) sub- committee is to develop and maintain a set of procedures in a specialty procedure manual called the Research Manual. The first set of SOPs was published on May 1, 2013. All EMS research in Nova Scotia shall be conducted and administered in accordance with the Research Manual.

### PROCEDURE DEVELOPMENT OR REVISION

1. The Research SOP sub-committee determines whether a proposed procedure is appropriate for inclusion in the Research Manual.
  - a. Suggestions for Research Manual SOPs can be made in writing by email to the Chair of the Research SOP sub-committee, or as an agenda item at the RSC meetings.
2. The SOP sub-committee ensures that SOPs included in the Research Manual adhere to all relevant EHS, EMC, Dalhousie, NSHA and other relevant institution policies, procedures, and guidelines.

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*These research SOPs are adopted with permission from the NSHA Research Manual. Researchers are responsible to follow the policies and procedures of their research ethics board and research financial services departments. The most recent version of these SOPs may be found at: <http://emergency.medicine.dal.ca/DivEMS.cfm>*



3. The Research SOP sub-committee provides the RSC with an opportunity to review each draft SOP and provide input.
  - a. The Research SOP sub-committee chair forwards draft SOPs to the RSC for review. RSC members will provide feedback directly to the EHS Research Coordinator.
  - b. Research SOP Sub-Committee Chair will sign the final approval.

## RESEARCH SOP SUB-COMMITTEE MEMBERSHIP

1. The Research SOP sub-Committee is a sub-committee of the EMS Research Steering Committee (RSC).
  - a. Chair: Director, Dalhousie Division of EMS.
  - b. Members: EHS Medical Director of Research, EHS Research Coordinator, EHS Operations Performance Manager, Research and Education Manager, Dalhousie Administrative Assistant

## PROCEDURE IMPLEMENTATION

1. The EHS Research Coordinator will manage editing and version control of each SOP in the Research Manual. The Research SOP sub-committee chair will give final approval for each SOP.
2. The Dalhousie University Division of EMS Administrative Assistant will maintain the most current versions of the Research Manual SOPs on the Dalhousie Department of Emergency Medicine, Division of EMS website. Superseded or obsolete policies are removed and archived. Links to this webpage may be made from other sites (such as EHS and EMC), but the master copy will be maintained on the Dalhousie Division of EMS website.
3. A notice will be posted on the Division of EMS website, alerting readers of an updated or new SOP.

## PROCEDURE MAINTENANCE

1. The Research SOP sub-committee will review each SOP every 24 months. Policies will also be revised as necessary.

## PROCEDURE COMPLIANCE

1. Those who wish to conduct EMS research in Nova Scotia are responsible to be aware of the most current version of the Research Manual SOPs.
2. EMS study investigators are to ensure their staff and co-investigators are aware of and comply with the Research Manual.

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## ABBREVIATIONS

1. EMS: Emergency Medical Services
2. SOPs: Standard Operating Procedures
3. RSC: Research Steering Committee
4. EHS: Emergency Health Services
5. EMC: Emergency Medical Care Inc.
6. NSHA: Nova Scotia Health Authority

## RELATED SOPs

1. SOP 2. EMS Research Steering Committee Composition and Review Process

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