



Nova Scotia EMS Research Steering Committee

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

Standard Operating Procedure

SOP #: 2	Title: Research Steering Committee Composition and Review Process	
Approval Date: 2013 05 01	Review Date: 2017 11 06	Revision Date: 2015 11 06
Signature of SOP Sub-committee Chair: 		

PURPOSE

1. Representatives of relevant organizations shall regularly meet at the Emergency Medical Services (EMS) Research Steering Committee to:
 - a) Review study protocols to evaluate their impact on the representatives' respective organizations.
 - b) Discuss the study proposal at the next committee meeting or forward comments to the Committee Chair.
 - c) Advise on prioritization of research projects competing for the same resources.
 - d) Promote prehospital research involving EMS and/or paramedics.
 - e) Provide feedback to investigators on their protocol and study plan.
 - f) Ensure data access and privacy are in accordance with the Personal Health Information Act (PHIA)

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>



2. The Emergency Medical Services (EMS) Research Steering Committee (RSC) shall review all EMS research studies proposed to be conducted in Nova Scotia.
3. The purpose of the review is to provide feedback, identify resources required and support that can be offered, and to determine impact on each organization.

PROCEDURE

1. The Steering Committee will meet the first Wed of every second month subject to change.
2. Submission of EMS Research Study Protocol
 - a. Submit proposed EMS research protocols and Research Project Proposal Form electronically to the Division of EMS Research Administrative Assistant at ems@dal.ca by the second Wednesday of the month for review at the next meeting.
 - b. Submission to the Research Steering Committee must occur prior to research ethics board submission.
 - c. Submission to the Research Steering Committee should occur prior to grant submission.

STUDY SUBMISSION

1. The investigator and team will draft their research ethics submission and/or study protocol
 - a. Every study conducted in the EMS (prehospital/out-of-hospital) setting should be reviewed by the RSC prior to submission to a research grant competition and/or to a research ethics board (REB).
 - b. Submission should be made to the Dalhousie University Division of EMS Administrative Assistant two weeks prior to the RSC meeting.
 - c. Submission is to be made by email to: ems@dal.ca
2. Each RSC member organization is responsible to review the study for impact to their organization, and to vet it through their organization prior to the RSC meeting.

FEEDBACK AND LETTER(S) OF SUPPORT

1. RSC chair provides feedback back to investigator, and signed letters of support, as required for ethics submission, grant submission or other required letters of support.
2. For NSHA research ethics submission, the 'Letter of Support for Collaboration with EHS' is required, and is to be signed by:

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- a. Director, Dalhousie Division of EMS Medical Director of Research,
- b. Emergency Health Services
- c. Director or General Manager, Emergency Medical Care, Inc.

RESEARCH OPERATIONS

If the proposed study may have impact on operations at EHS/EMC, a research operations committee meeting will be convened.

ONGOING RESEARCH SUPPORT

Study progress will be monitored at the EMS Research Steering Committee, which meets the last Wednesday of every second month.

RELATED DOCUMENTS

1. EMS Research Steering Committee Terms of Reference. March 2013. Available from: <http://emergency.medicine.dal.ca/divemsdocuments/Prehospital%20Steering%20Committee%20Terms%20of%20Reference%20June%202016-2010.pdf>
2. EMS Research Support Process Figure. Version 2012 06
3. EHS Research Policy 3500.00
4. NSHA Research Ethics Board Letter of Support for Collaborating with EHS. Available at: <https://nsha-iwk.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2ffrome.Researcher%2fdefault.aspx>.
5. EMC Operations Policy 2021.01
6. Research Project Proposal Form Version 1, January 2017

ABBREVIATIONS

1. EMS: Emergency Medical Services
2. RSC: EMS Research Steering Committee
3. REB: Research Ethics Board
4. EHS: Emergency Health Services
5. EMC: Emergency Medical Care, Inc.
6. NSHA: Nova Scotia Health Authority

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