



## 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 #:</b> 4	<b>Title:</b> Requesting Data for the Purpose of Research	
<b>Approval Date:</b> 2013 05 23	<b>Review Date:</b> 2017 12 04	<b>Revision Date:</b> 2015 12 04
<b>Signature of SOP Sub-committee Chair:</b> 		

#### PURPOSE

Research studies that require EHS data must follow the Research Request for EHS System Data process.

#### PROCEDURE

##### 1. DATA REQUESTS SUBMISSION

- a. All data requests must adhere to SOP 12.
- b. Data requests should include the research protocol and a data table. The data table should include specific information on which data elements or fields are requested, from which source, timeline, and rationale.
- c. Researchers should request the least amount of information necessary to meet the research objective.
- d. Researchers should explicitly state in their protocol if the EHS data will be

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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>*



linked with other data.

- e. All data requests will be reviewed and approved, based on their origin and purpose, as outlined in EHS Research Request for Request for EHS Systems Data 2203.00).
  - f. EHS and/or EHS Operations Management may recover costs associated with requests by charging a fee to the requester, as approved by the EHS Executive Director on a case by case basis.
  - g. All data requests will be submitted to the EHS Secretariat ([health@novascotia.ca](mailto:health@novascotia.ca)) using the EHS Request for Information form.
2. APPROVAL OF RESEARCH DATA REQUESTS
- a. All research studies must be reviewed by the EMS Research Steering Committee (RSC).
  - b. The Research Request for EHS System Data form should be completed and submitted in conjunction with the items outlined in SOP 12.
  - c. After feedback has been provided to the investigator from the RSC and an EHS letter of support provided, the data request must be submitted to EHS by the researcher.
  - d. EHS will review and approve the data request.
  - e. Once approved, EHS will provide the investigator with an estimate of the time to complete the request.
  - f. Data requests will be prioritized based on multiple factors, including: [1] date of receipt, [2] resources required for the request and other requests in the queue, and [3] urgency of the request.
3. RESEARCH DATA DELIVERY
- a. Once the data request is completed, EHS will provide the data to the requestor in a secure manner acceptable to provincial and research ethics guidelines.
  - b. Unsecure email transfer of data is not acceptable.

## ABBREVIATIONS

- 1. SOPs: Standard Operating Procedures
- 2. EHS: Emergency Health Services

## RELATED SOPs

- 1. SOP 12. Privacy and Confidentiality of Research Data

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## RELATED DOCUMENTS

1. EHS Research Policy (#3500.00)
2. EHS Research Request for EHS System Data Policy (Policy #2203)
3. EHS Confidentiality of Patient Information Policy (Policy #2200)
4. SOP Research Steering Committee
5. Research Steering Committee TOR

## APPENDIX

1. EHS Research Request for Data form (attached)

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