

## **Process for Review and Approval of Third Party Evaluation/Quality Initiatives**

The Evaluation Proposal Approval Committee (EPAC) requires that appropriate processes are in place for the use, disclosure, collection, protection, storage, retention and destruction of personal health information (PHI) and human biologic specimens used in the conduct of third party evaluation/quality initiatives at Eastern Health. Additionally, EPAC assesses impact on Eastern Health resources and determines the requirement for compensation and/or management.

The investigator must apply to EPAC using the Organizational Approval for Evaluation application form, found on the Eastern Health Research and Innovation website: <https://ri.easternhealth.ca/>  
The schedule for the biweekly EPAC meetings may also be found on the Research and Innovation website.

### **Prior to receiving EPAC approval, all proposals will require:**

- Approval by the applicable Eastern Health program (Clinical Chief, Director, or Manager)
- Completion of a Departmental Agreement, if the proposal requires Eastern Health services including, but not limited to, Pharmacy, Laboratory, Medical Imaging and/or Personnel or if the proposal impacts Eastern Health resources

### **Documents to be submitted with the application include:**

- Confirmation from HREB that ethics review is not required
- A scanned/faxed/or original copy of the Organizational Approval for Evaluation application form signed by the Principal Investigator and the Clinical Chief / Department or Program Manager/Director
- An electronic copy of the application form
- Signed data custodian variable list
- Project Budget (as applicable)
- Departmental Agreements (as applicable)

**Please forward the application and required documents to [EPAC@easternhealth.ca](mailto:EPAC@easternhealth.ca). For questions regarding EPAC, please call (709) 752-3970.**

## **IMPORTANT INFORMATION**

1. Please refer to the information boxes throughout the application for guidance on answering the questions.
2. If PHI or biologic specimens will be accessed/disclosed for the proposal, a Data Sharing Agreement Acknowledgment will be signed by the investigator, and supervisor (if applicable), following EPAC approval.
3. Changes to the approved evaluation/quality initiative proposal will require EPAC approval, prior to implementation.