

Evaluation Proposals Approval Committee

Terms of Reference

August 20,2020

Purpose

The mandate of the Evaluation Project Approval Committee (EPAC) is to review third party evaluation/quality initiative (QI) projects that propose to either:

- a) access data for which Eastern Health is the data custodian,
- b) impact Eastern Health resources in the conduct of the project, **and / or**
- c) recruit participants or conduct the project at an Eastern Health facility.

In fulfilling its legislative obligations under the Personal Health Information Act (PHIA), EPAC requires that appropriate processes are in place for the use, disclosure, collection, protection, storage, retention and destruction of personal health information. Additionally, EPAC assesses impact on Eastern Health resources and determines the requirement for compensation or management.

Composition

The members of the Committee shall consist of:

- Chair – Director of Planning, Performance and Privacy
- Director, Research and Innovation (or designate)
- Clinical Research Scientist(s)
- Clinician Representative
- Quality, Patient Safety and Risk Representative
- Privacy Representative
- Evaluation Division Representative(s)
- Other clinician and membership as identified by the Chair to ensure effective committee operations and representation of required skill sets,
- Additional ad hoc representation may be invited from time to time to assist with the review of various projects.

Voting

All committee members are eligible to vote. Decisions will be reached by consensus; however, in the event of a disagreement among members, a decision will be made by a majority vote. Ad hoc members are not eligible to vote.

A quorum shall be in excess of fifty percent of the voting members, and must include the Chair, a scientist/clinician and a privacy representative. An individual may serve dual roles on the committee. Members attending electronically shall be included in determining a quorum.

Operations/Process

Committee members will:

- review all assigned applications prior to each meeting. A primary and secondary reviewer will be assigned to present each application to the Committee,
- consider whether the project is compliant with PHIA in the appropriate use, disclosure, collection, protection, storage, retention and destruction of data,
- consider for final approval all third party evaluation/QI projects that either impact Eastern Health resources, propose to use data for which Eastern Health is the data custodian and/or is recruiting participants or is being conducted at an Eastern Health facility,
- assess the impact on Eastern Health resources and determine the requirement for compensation for all uninsured services and/or resource impact,
- inform investigators, via email, of the results of the Committee's deliberations including clarifications required for approval,
- develop and implement procedures for submissions of projects including, but not limited to, submission deadlines, application forms and supporting documentation,
- recommend changes on policies and procedures to the Vice President responsible for the Department of Planning, Performance and Privacy.

Conflict of Interest

Members involved in the review are asked to declare any perceived, potential or actual conflicts of interest.

- An **actual** conflict of interest may arise when an employee is asked to make a decision as a public officer that directly affects or impacts their personal or private interests.
- Some conflicts may only be **perceived**—an employee's decision could be questioned based on a personal or private interest that may not actually have impacted any decision.
- A **potential** conflict of interest arises where a public officer has private interests that could conflict with their official duties in the future, or where a public officer has competing interests because they hold more than one official role or public duty.

Management of a declared conflict of interest will be determined by the members present at the meeting. A record of the conflict of interest will be recorded in the minutes of the meeting. If a member is recused from voting on a review they will be ineligible for approving the minutes of the meeting where the recusal occurred.

Reporting

Copies of meeting minutes shall be available to the Vice President responsible the Department of Planning, Performance and Privacy. Annual reports will be available to the Board of Trustees and the Vice President responsible the Planning, Performance and Privacy.

Paper records of EPAC applications and approvals will be retained for a period of 3 years. Electronic records will be retained for an indefinite period.