

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(s), if the proposal requires Eastern Health services including, but not limited to, Pharmacy, Laboratory, Medical Imaging and/or Personnel or if the proposal otherwise impacts Eastern Health resources.

Documents must be submitted with the application include:

- Confirmation from HREB that ethics review is not required (an email from HREA will suffice);
- A copy of the Organizational Approval for Evaluation application form signed by the Principal Investigator (if PI is a student, then by PI and Academic Supervisor) and the Clinical Chief or Program Manager/Director;
- A project proposal;
- A project budget (as applicable);
- A signed data custodian variable list (as applicable - i.e., when requesting access to data for secondary use); and
- Departmental Agreements (as applicable).

Incomplete applications will be returned to the applicant.

Please forward the application and required documents to EPAC@easternhealth.ca. For questions regarding EPAC, please email EPAC@easternhealth.ca or call (709) 752-6108.

IMPORTANT INFORMATION

1. Please refer to the information boxes throughout the application for guidance on answering the questions.
2. If personal health information for which NL Health Services is the custodian is required for the evaluation project, a Data Sharing Agreement or Data Sharing Agreement Acknowledgment may be required following EPAC approval.
3. Changes to the approved evaluation/quality initiative project may require further EPAC approval, prior to implementation.