

**Perinatal Services BC  
Research Review Committee  
Terms of Reference**

**Preamble**

Authority over Level 3 - Identifiable Data held at Perinatal Services BC's (PSBC) is delegated to PSBC's Provincial Executive Director and PSBC's Research Review Committee by Memorandum of Agreements & Partnership Accords with all BC Health Authorities and with the Ministry of Health.

**Purpose**

The purpose of the Research Review Committee (RRC) is to review all Researcher requests of Level 3 – Identifiable data as well as aggregate data requests for research purposes in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and other applicable legislation, ethical considerations and best practices. The RRC members will provide expert advice and make recommendation to PSBC on the release of data that protect the privacy and security of personal information, and enable the appropriate use of this information in support of research.

**Eligible researchers**

A researcher is:

- Either a student, teacher, or other individual enrolled, appointed or employed by any of the following:
  - A university, where the university status is defined under the *BC University Act*.
  - A college, university college or provincial institute as defined under the *Colleges and Institute Act* R.S.B.C. 1996, c. 52.
  - The Open Learning Agency as continued under the *Open Learning Agency Act* R.S.B.C. 1996, c. 34.
  - Royal Roads University continued under the *Royal Roads University Act* R.S.B.C. 1996, c. 409.
  - Another equivalent educational institution in another jurisdiction outside B.C. but within Canada.
- Any other individual agreed to by PSBC

**Authority**

The Committee is accountable to the Provincial Executive Director, PSBC.

**Responsibilities**

- Review all data requests requiring personal identifiers and other sensitive data elements
- Assess data request against study questions in the research proposal
- Provide expertise in current privacy laws and practice
- Recommend acceptance or amendment of requests
- Abstain from participating in discussions/decisions where conflict of interests exist
- Review the minutes and distributed materials and notify PSBC of any errors or omissions

**Membership**

The committee will consist of 7 voting members including the Chair, who will be the Director, Provincial Registry, Surveillance, Performance and Analytics. Membership should include, but is not limited to, members with the following backgrounds:

- Researchers, academics and individuals with specialized expertise
- Health professionals including those with practical and clinical experience
- Members with knowledge as data providers and/or in government policy

At least one member will have a primary appointment from an academic department, and one member from the Ministry of Health.

The Chair may adjust the number of members as necessary, to ensure the appropriate range of knowledge, expertise and experience. Members will serve for a period of 3 years; the term of membership may be renewed for 2 consecutive terms. Membership will be reviewed every two years.

The Chair also assigns ex-officio members from PSBC's Surveillance team to attend RRC meetings. Ex-officio members are non-voting members of the committee. The role of the ex-officio member is to communicate knowledge, content and context of the Data Access Request.

**Format of meeting:**

In person or by teleconference.

**Meetings**

- The Committee will usually meet once a month
- Meetings can be held at the call of the chair
- A quorum will be 50% or more of the voting members attending either in person or by teleconference
- Decisions will be made by consensus. Where consensus cannot be reached, decisions will be made through voting with a simple majority of those present.

Between meetings as needed:

Review requests by email for time- sensitive data access requests or related matters of the committee.

**Documentation Protocol**

- The minutes, agenda and other documentation related to the Committee will be the responsibility of the Chair
- For non-data specific issues, the PSBC's Provincial Executive Director and/or Chair have full authority on decision-making regarding administrative changes to data access requests
- Minutes of each meeting, and decisions made, shall be recorded and distributed to all members and other attendees, via e-mail, within ten business days of the meeting
- Action items will be brought forward at subsequent meetings.

**Amendment to terms of reference**

- The Committee may amend the terms of reference at any time, and should formally review the terms of reference on an annual basis.

**Confidentiality**

- Each committee member must sign a Conflict of Interest and Confidentiality agreement at the time of each appointment indicating their agreement to maintain their impartiality and the confidentiality, security and integrity of all materials during and after their term on the Committee.

Last Revised: September 8, 2015