

## **Procedures for the oversight of projects approved by the Confidentiality of Health Information Committee**

The DOHWA HREC has the responsibility for oversight, monitoring and advice for projects previously approved by the Confidentiality of Health Information Committee (CHIC). This includes ensuring that the project is being conducted according to the approved protocol, considering requests for amendments and addressing any concerns or complaints about the project. The DOHWA HREC also has responsibility to review requests to extend approval for projects approved by CHIC. .

The following procedures will be adopted by DOHWA HREC to discharge these responsibilities.

### **CHIC approved projects with a specified completion date**

Projects which have a finite life and a specified completion date which will expire within 2-3 years of the decommissioning of CHIC will continue to be dealt with under CHIC procedures until the completion of the project. The following operating procedures will be followed.

#### **Monitoring**

CHIC projects are required to submit annual reports and final reports to facilitate monitoring. Reports should be submitted to the Executive Officer of DOHWA HREC on the forms provided.

The reports will be reviewed by the Chair of the DOHWA HREC prior to Committee meeting.

- Where the Chair is satisfied that the report should be accepted the Chair's recommendation will be submitted to the Committee for ratification.
- Where the Chair considers that the report raises issues that need to be considered by the full committee, the Executive Officer will circulate the report to the committee and include the project as an item for discussion on the agenda.

#### **Concern and Complaints**

Concerns and complaints will be dealt with in accordance with the Standard Operating Procedures of the DOHWA HREC.

#### **Amendments**

Requests for amendments to projects should be submitted to the Executive Officer of DOHWA HREC. Requests for amendments will be reviewed by the Chair of DOHWA HREC to determine whether they raise any significant ethical issues.

- Where the Chair considers that the proposed amendment does not raise any ethical issues and recommends approval of the amendment the Chair's recommendation will be submitted to the Committee for ratification.
- Where the Chair considers that the proposed amendment raises issues that need to be considered by the full committee, the Executive Officer will circulate the request for amendment to the committee and include the project as an item for discussion on the agenda.

## **Extensions**

- Short extensions may be considered by the Chair. The Chair's recommendation will be submitted to the Committee for ratification.
- Extensions can only be approved if the project has ethics approval from the appropriate ethics committee (usually the HREC that granted the original ethics approval) for the period of the extension.
- Where a significant extension is sought that will extend the project beyond 2-3 years from the decommissioning of CHIC then the project should be treated as an ongoing project.

## **CHIC approved projects considered ongoing**

Some projects are established as an ongoing project or as infrastructure for future research and are expected to continue indefinitely. Some other projects have an expected completion date that extends beyond a further 2- 3 years from the decommissioning of CHIC.

These projects will be brought under the auspices of DOHWA HREC within a reasonable time and in an orderly and manageable manner to ensure that:

- The administrative work of the committee is unified; and
- Data security and the management of confidentiality are updated regularly to ensure that best practice is maintained.

When annual reports for such projects are received (and have been reviewed and determined to be satisfactory) the applicants will be notified that:

- CHIC approval for the project will extend for a further twelve months; and
- A fresh application to DOH WA HREC should be made before the end of that period for the continuation of the project.