



Department of Family Medicine Policy

Policy Name:	Recruitment of Participants for Research
Application/Scope:	Affiliates of the Department of Family Medicine, University of Manitoba
Section:	Office of Research & QI Department of Family Medicine
Policy Contact:	Director, Research & Quality Improvement (QI)
Approved (Date):	June 26 th , 2024
Review Date:	Four years following “Effective Date”
Revised (Date):	
Approved By:	Executive Management Committee, Department of Family Medicine

1.0 Purpose: This policy will guide Department of Family Medicine (DFM) affiliates to ensure the highest standards of integrity when recruiting subjects for research projects.

- 2.0 Definitions:**
- 2.1 **Research Project:** For the purpose of this policy, a research project is defined as a scientific endeavor undertaken to answer a scholarly question or set of questions with the intent of contributing to generalizable knowledge. Projects may or may not include affiliates of the Department of Family Medicine (DFM) as the principal or co-investigator(s).
 - 2.2 **Quality improvement (QI):** Focuses on implementing changes to clinical practice(s) that improve system/program/clinic performance and/or patient/provider experience and/or patient outcomes.
 - 2.3 **Affiliates of the DFM:** may include, but are not limited to faculty, staff, preceptors and trainees of the Department of Family Medicine, University of Manitoba.
 - 2.4 **External to the DFM:** may include, but are not limited to, research project investigator(s) and research project team members that are not affiliates of the DFM as identified in 2.3.
 - 2.5 **Participants:** Individuals who volunteer to participate in a research project. For the purposes of this policy, potential participants may include but are not limited to, patients, faculty, staff or trainees.

3.0 Policy Details:

- 3.1 Distinguishing between Research and QI can be challenging. The key difference between research and QI is that research is intended to create new knowledge that is generalizable to other populations and settings, while QI in health care uses existing knowledge to improve quality within a local health care context. See *Tri-Council Policy Statement 2 (TCPS2), Chapter 2, Article 2.5*

governing research ethics in Canada to help distinguish research project(s) from QI work. Investigators are encouraged to contact the DFM Research Facilitator regarding further questions, guidance or uncertainty.

3.2 A research project undertaken by University of Manitoba affiliated faculty, staff or student(s) that investigates and/or collects data on human participants for research purposes must be approved by a University of Manitoba Research Ethics Board (REB) prior to implementation. QI activities do not require approval/review by the REB.

3.3 This policy is consistent with the TCPS2 (2018); the Manitoba Freedom of Information and Protection of Privacy Act (C.C.S.M. c. F175); the Personal Health Information Act of Manitoba (PHIA) and Personal Information Protection and Electronic Documents Act (PIPEDA) in regulation with Privacy Law and Governance in the Non Profit Sector; The Colleges Act; The Council on Post-Secondary Education Act; The Canadian Charter of Rights and Freedoms (1982); The Manitoba Human Rights Code; and related to the University of Manitoba's Governing Documents: Research.

4.0 Policy:

4.1 The Office of Research and Quality Improvement shall review a research project prior to:

- Promoting a research project
- Posting recruitment advertising for a research project
- Recruiting subjects for a research project
- Releasing contact information of Faculty, Staff, Students, or Trainees to any research project investigator(s) or research project team members.

The review process is described in 5.0 Implementation Procedures.

4.1.1 Requests external to the DFM to recruit research subjects will be reviewed at discretion of the Director, Research & QI or designate(s). Approval is contingent on the research project's value to the Department and consistency with DFM values and mission. Affiliates of the DFM with research project requests approved by the UM REB will not be declined. Affiliates of the DFM with QI project requests remain at the discretion of the Director of Research and QI. See review process in 5.0.

4.1.2 Upon review of a research project, the Director, Research & QI or designate(s) will determine how recruitment information about the research project will be made available to potential participants, as applicable.

4.2 An internal member of the DFM may act as an objective third-Party and meet with a participant of a research project when requested by the subject.

4.3 Review by the DFM Office of Research & QI is required prior to the release of faculty, staff, student or trainee contact information to any research project investigator(s) or research project team members.

5.0 Implementation Procedures:

5.1 The Director, Research & QI or designate(s) will review and make a determination in accordance with 4.0 for all applicants.

To submit for review, forward the following c/o the DFM Office Assistant, Office of Research and QI:

- a) Research project title
- b) Research Project study team
- c) Brief summary or Abstract describing how the research project is consistent with the values of the DFM, University of Manitoba. Should include (but not limited to): Purpose, Objective(s), Design (methods), Population (setting, participants), Main Outcome(s), Anticipated Findings/Results. Alternatively, a copy of a lay abstract from a grant application or similar is also acceptable.
- d) Copy of Research Ethics Board (REB) approval for the applicable research project.

6.0 Resources:

DFM Director of Research & QI:

Alexander.Singer@umanitoba.ca

DFM Office Assistant, Research & QI:

Madhav.Kapur@umanitoba.ca

DFM Research Facilitator: Lisa.Labine@umanitoba.ca

TCPS2, Chapter 2: [Scope and Approach](#)

University of Manitoba, DFM, Office of Research & QI:

ORQI@UMANITOBA.CA

University of Manitoba's Governing Documents: [Research](#)

Related:

DFM Request for Department Head or Delegate Signature for New Research

University of Manitoba, Research Ethics: [Bannatyne Campus](#)