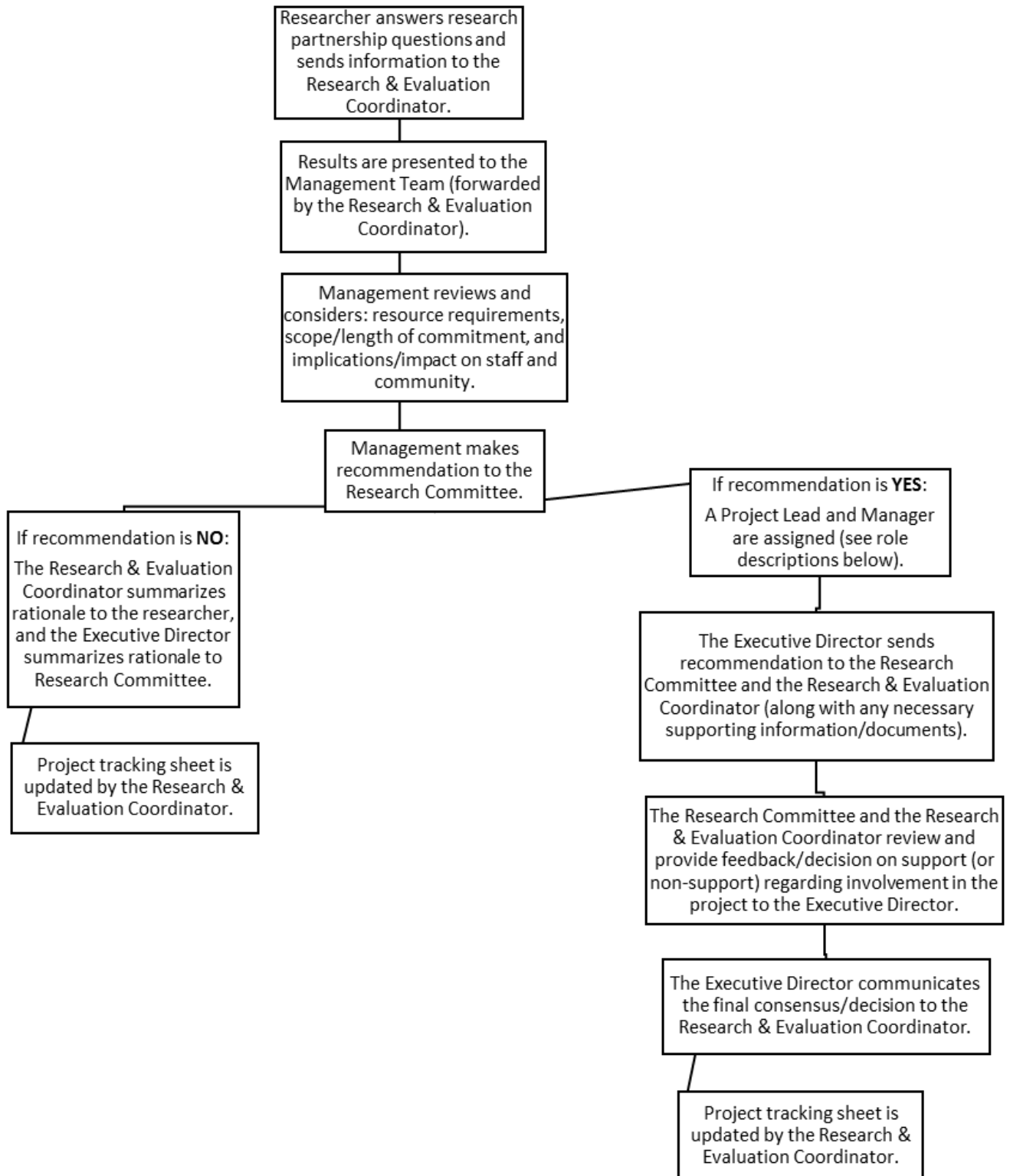


Nine Circles Research Review Process



*Note: See Process for Participation in Clinical Trials below (page #3).

Research Review Process:

1. Researcher answers research partnership questions and sends the information to the Research & Evaluation Coordinator.
2. Results are presented to the Management Team (forwarded by the Research & Evaluation Coordinator).
3. Management reviews and considers the following:
 - a. Resource requirements.
 - b. Scope/length of commitment.
 - c. Implications/impact of project on staff and community.
4. Management makes recommendation to the Research Committee.
5. If Management recommendation is NO:
 - a. The Research & Evaluation Coordinator summarizes rationale to the researcher, and Executive Director summarizes rationale to the Research Committee.
 - b. Project tracking sheet is updated by the Research & Evaluation Coordinator.
6. If Management recommendation is YES:
 - a. A Project Lead and Manager are assigned (see role descriptions below).
 - b. The Executive Director sends recommendation to the Research Committee and the Research & Evaluation Coordinator (along with any necessary supporting information/documents).
 - c. The Research Committee and the Research & Evaluation Coordinator review and provide feedback/decision on support (or non-support) regarding involvement in the project to the Executive Director.
 - d. The Executive Director communicates the final consensus/decision to the Research & Evaluation Coordinator.
 - e. Project tracking sheet is updated by the Research & Evaluation Coordinator.

Project Lead:

- Responsible for completing project outcomes (e.g. participating on advisory committee, assisting with analysis, helping promote project).
- Responsible for project communication at Nine Circles.
- Responsible for providing regular updates to Manager.
- Responsible for providing regular (semi-annual) updates to the Research & Evaluation Coordinator; the Research & Evaluation Coordinator will contact Project Leads in October and in April to gather updates, and will forward the information to the Research Committee.

Manager:

- Responsible for overseeing completion of project outcomes.
- Responsible for communicating updates to Management Team and HIV Program Leadership team.

Process for Participation in Clinical Trials:

1. Based on criteria provided by the HIV Program Pharmacist, the Research & Evaluation Coordinator runs an Accuro report to generate a list of clients eligible for the study.
2. The Research & Evaluation Coordinator forwards the report the HIV Program Pharmacist (shared employee of Nine Circles and HSC) via email hyperlink, and also carbon copies the Executive Director and the Medical Director for their records.
3. The HIV Program Pharmacist will share the information on the new trial (information provided by the Health Sciences Centre Research Nurse) and the list of eligible clients with the Physicians.
4. Physicians, if interested, will contact the Health Sciences Centre Research Nurse for more information on the study.
5. Physicians will engage with eligible clients (as they deem appropriate) and invite them to participate in the trial.