Standard Operating Procedure for All Projects Involving Renal Pathology

For questions related to QI projects versus research projects, please see the tools provided by Providence Research:

https://www.providenceresearch.ca/en/research-ethics-process#quality-improvement--12801
https://arecci.albertainnovates.ca/

For additional assistance, please contact Paula Piper, Operations Coordinator at Providence Research, Paula.Piper@phc.ca

For all projects (QA, QI, case reports, research) with the Renal Pathology Group, the following procedure must be followed:

1. **Contact any renal pathologist to present the idea/project for discussion**
    - Any clinician can contact any renal pathologist regarding any type of project on any topic

2. **Submit a short proposal of the project to the contacted renal pathologist**
    - Proposal MUST include:
        - Summary of the project
        - Clinical question to be addressed, a change to test, and/or how it will be tested/addressed
        - Brief description/requests/list of involvement by renal pathology group (i.e. type of data, interpretations needed, tissue use, etc.)
        - Explanation of the measurable outcomes to improve the health system
        - Funding, if applicable
    - Edits at the discretion of the contacted renal pathologist

3. **The contacted renal pathologist will bring the project to the entire Renal Pathology Group for review and discussion**
    - QA and case report proposals will be reviewed by the renal pathology group via email on a rolling basis
    - QI and research projects will be reviewed and discussed by the renal pathology group at our monthly in-person division meetings
    - Project type designation is at the discretion of the renal pathology group based on definitions provided under Guidelines and Requirements for all Projects Involving Renal Pathology
    - The renal pathology group will designate the primary renal pathologist and any other renal pathologists to be involved for each project

4. **The decision regarding the project will be communicated back to the requesting party by the primary renal pathologist**

5. Projects with Renal Pathology Group approval will proceed based on the project-type designation

- **QA and case reports** do not require further approvals
    - Guidelines and Requirements for QA and case reports must be reviewed, signed and followed

- **QI projects** do not require immediate further approvals
    - Guidelines and Requirements for QI must be reviewed, signed and followed
    - Publication or any other use of the data beyond the intended purpose requires re-approval of renal pathology group, as well as REB approval or an official REB waiver and Providence Research approval (when appropriate, see below)

- **Research projects** require ALL the following to proceed:
    - REB submission and approval (from all Health Authorities involved)
    - AP Laboratory approval
    - Providence Research approval
    - Guidelines and Requirements for research must be reviewed, signed and followed
    - Renal Pathology must be included in all applications when a co-investigator, including data sharing agreements with independent databases such as PROMIS

Providence Research approval is required for all materials and data from PHC

- Includes all tissue from Renal Pathology and patient materials stored at PHC
- Includes all data from Renal Pathology LIS and PHC EMRs
- Does not include data from PROMIS, which has an independent process for all data use and approvals that must be followed
- The need for PHC REB approval, AP Laboratory approval, and Providence Research approval is independent of PROMIS approvals or REB requirements of other Health Authorities (i.e. any tissue/data from Renal Pathology/PHC requires all PHC approvals regardless of source of other data included in any project)
- For additional assistance, please contact Paula Piper, Operations Coordinator at Providence Research, Paula.Piper@phc.ca