

OSTEOPOROSIS CANADA

Research Recruitment Policies and Procedures

Subject:	Recruitment of Bone Fit™ trained exercise professionals for Research Studies which are Not Sponsored or Funded by Osteoporosis Canada	
Classification:		
Contact:		
Applicable to:	All staff and volunteers	
Approved by:		Date:
Last Reviewed by:		Date:
Supersedes Policy/Revision:		Date:

POLICY STATEMENT:

Osteoporosis Canada will provide support for the recruitment of participants for ethical and reputable research relevant to Osteoporosis Canada's vision and mission.

Osteoporosis Canada will not support the recruitment of minors for research.

BACKGROUND:

Vision: The Osteoporosis Canada's vision is a Canada without osteoporotic fractures.

Mission: To work towards a future where all Canadians will:

- Be knowledgeable about osteoporosis
- Be empowered to make informed choices about their bone health
- Have access to the best osteoporosis care and support
- Benefit from research into the prevention, diagnosis and treatment of osteoporosis.

PROCEDURE:

1. Any request for recruitment of study participants, regardless of the source will be approved by the Research Committee within a timeframe of 4 weeks.
2. Osteoporosis Canada staff or volunteer receiving the initial request will direct the researcher to the website to download a copy of the policy and checklist.
3. No request will be considered unless the following documents or reasonable alternatives have been provided (email is acceptable):
 - a) A completed, signed checklist
 - b) Satisfactory evidence of ethics review and approval
 - c) A copy of the consent form
 - d) A recruitment notice and/or a communiqué to participants which includes:
 - i. information regarding the research project and
 - ii. contact information for a designate of the research group
 - e) Information indicating how the researchers will ensure adequate knowledge translation/dissemination, as set out below.

The request will not be forwarded until all documents are received.

4. These documents will be retained in accordance with Osteoporosis Canada record retention policy, or for a minimum of 24 months after the conclusion of the research project.
5. For Osteoporosis Canada to support the recruitment of participants:
 - a) The research should be relevant to Osteoporosis Canada's vision and mission;
 - b) The researchers should be affiliated with an established organization with credibility in research related to osteoporosis, such as accredited academic institutions;
 - c) The ethics approval has been issued by a credible ethics committee, such as one associated with an accredited academic or health care institution;
 - d) The consent form is in language that would be understandable by the general public and that meets federal and relevant provincial requirements, including legislation protecting the privacy of personal and health information; and
 - e) At minimum:
 - i. the study includes a process for knowledge translation and for providing the results to study participants; and

- ii. the study organizers agree to share the study findings with Osteoporosis Canada. Ideally, the results of the research will meet CIHRs standards for knowledge translation/dissemination.
6. Upon acceptance of the request for assistance with participant recruitment, the recruitment notice and client letter will be:
 - a) Sent electronically to appropriate staff for posting on Bone Fit™ website or circulation to Bone Fit™ trained exercise professionals as appropriate, and
7. Requests must be received at least four weeks prior to commencement of recruitment process.
8. A person who expresses interest in participating in the research and who feels that s/he meets the criteria for the study will be given or directed to the recruitment information and instructed to contact the research group for further information or involvement.
9. Osteoporosis Canada's staff/volunteers will not actively recruit potential research subjects directly, nor will they answer questions regarding the project.
 - a) A person with a question about the research project will be referred to the research team designate.

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Research Review Checklist (To Be Completed by the Researcher)

DEADLINE:

Requests, included with a completed checklist, must be received at least 4 weeks prior to commencement of recruitment process.

Contact Name:	Recruitment Closing Date (if applicable):
Phone:	Email:
Date Request Made:	Date to be Posted:
Organization:	
Trial/Study Name:	
Geographic area for recruitment: (i.e. 'within 300 km of Ottawa')	

PLEASE ATTACH THE FOLLOWING:

- A copy of ethics approval – http://www.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf
- A copy of the consent form-(ethics approved)
- Ethics approval for advertisement that includes the following:
- Funding source -
 - Information regarding the research project and
 - Contact information for the research group designate
 - If the request is directed at both English and French speaking communities, provide this information in both official languages.
- A short description (limit 150 - 200 word length) of how the researchers will ensure adequate knowledge translation/dissemination, as per CIHR set out in the relevant policies & procedures. <http://www.cihr-irsc.gc.ca/e/39033.html#Dissemination>

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CRITERIA:

- The research is relevant to Osteoporosis Canada's vision and mission.
- The researchers are affiliated with an established organization with credibility in research related to osteoporosis, such as accredited academic institutions.
- Ethics approval was issued by a credible ethics committee (ie an accredited academic or health care institution).
- All participants will be treated with respect. Refer to:
<http://www.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter5-chapitre5/>
- The consent form is in language that would be understandable by the general public and meets federal and relevant provincial requirements, including legislation protecting the privacy of personal and health information.
 - The study organizers agree to share the study findings with Osteoporosis Canada

Send the completed checklist and relevant information via email or fax to Kerry Grady, Senior Manager of Clinical and Scientific Programs at Osteoporosis Canada.

Email: kgrady@osteoporosis.ca

Fax: 416-696-2673

Submitted by: _____

Signature: _____

Date: _____

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