

**BROCK UNIVERSITY RESEARCH ETHICS BOARD**  
**Friday, March 9, 2018**  
**12:00 – 2:00 p.m.**  
**PL 501C**

**Minutes of the BREB Meeting**

**Attendance**

Ayda Tekok-Kilic  
 Kirsten Bott  
 Stephen Cheung  
 Stephen Emrich  
 Gail Frost  
 Kimberley Gammage  
 Grant Hayward

Carly MaGee (non-voting)  
 Matthew Mallette  
 Jennifer Matunin-Brown  
 Maureen Shantz  
 Craig Tokuno  
 Lori Walker (non-voting)

**Regrets**

Jean Armitage  
 Danielle Williams

<b>MINUTES</b>		
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1	<p><b>Motion to approve Agenda</b></p> <ul style="list-style-type: none"> <li>Approved</li> </ul> <p><b>Motion to approve March &amp; April Decision Reports</b></p> <ul style="list-style-type: none"> <li>Approved</li> </ul> <p><b>Motion to approve March Minutes</b></p> <ul style="list-style-type: none"> <li>Approved</li> </ul>	<p>Motion to approve: SE          Seconded: MS          All in favour</p> <p>Motion to approve: SE          Seconded: MS          All in favour</p> <p>Motion to approve: JM-B          Seconded: AT          All in favour</p>
2	<p><b>Incident Report</b></p> <p>REB #16-276          A participant fell in the lab when a safety harness was not fully secured. Chair and PI reviewed procedures in the lab. A spotter was present. It was decided that going forward, there would be a double check on harness equipment– performed by the researcher and the spotter.</p> <p>The incident occurred on a Monday, but the PI was not notified until Thursday of that week, when the Participant emailed the PI. The Student researcher(s) had not perceived that a report was necessary given that the risk was articulated in the consent form and the Participant did not appear to be injured. The PI was not present in the lab at the time of the incident. In future, a check-in process was advised where student researchers inform the PI (by telephone) when they arrive and when leave the lab and inform the PI of any incidents during the session.</p> <p>The Student investigator followed up with participant. No immediate or latent injuries were reported. The issue was resolved with training and education.</p> <p>Going forward, the board requested that GPPC</p> <ol style="list-style-type: none"> <li>Clarify incident vs adverse event in terms of reporting requirements and best practice.</li> <li>Develop appropriate reporting forms and procedures.</li> </ol>	

3	<b>GPPC Updates</b>	<p>CM reviewed final revisions to the following documents:</p> <ul style="list-style-type: none"> <li>• <b>REB Guideline – Minor and Substantive Changes to Research with REB Clearance.</b> Accepted as is</li> <li>• <b>REB Guideline – Definition of a Research Team</b> Accepted as is</li> <li>• <b>REB Standard – Eligibility to Serve as a Principal Investigator</b> Accepted as is</li> </ul>	Chair asked that if any members had further comments, they forward them to CM by end of next business day.
4	<b>Business Items</b>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Michelle McGinn has been appointed Interim AVPR</li> <li>• Animal Care is undergoing a restructure</li> <li>• The RCR policy has been approved by Senate</li> <li>• The REB Appeal Committee has been approved by Senate</li> <li>• Research using commercial stem cells (CTC): The Secretariat's stance so far is that CTC research needs REB review but REBs can review approve commercial company processes and practices to simplify the research review process. Final statements still pending.</li> </ul>	<ul style="list-style-type: none"> <li>• GPPC to revise REB Compliance process</li> <li>• Office will circulate Appeal process</li> <li>• Researcher education needed on commercial stem cell use</li> </ul>
5	<b>Additional Item</b>	<p><b>Language in Consent Forms</b></p> <p>An issue arose in which a researcher wanted to use somewhat punitive measures and strong language to avoid situations of participant attrition in which expensive research equipment, sent home as part of a study, is not returned. Discussion followed.</p>	There was consensus that the REB cannot support coercive or threatening statements in consent forms and that participants, as volunteers, should not be subjected to such measures.
	<b>New Chair</b>	SC announced that the incoming Chair (July 1) is CT and GF has agreed to be acting Chair for cases of conflict of interest (reviews of CT's research).	
6	<b>Adjourn</b>	<b>Meeting adjourned at 1:09 p.m.</b>	<p>Motion to adjourn: GF</p> <p>Seconded: KG</p> <p>All in favour</p>