

 <p><b>DALHOUSIE</b> UNIVERSITY</p> <p>FACULTY OF MEDICINE</p> <p><b>Guideline for Researchers Applying for Access to Medical Students</b></p>	<p><b>Responsible unit:</b> Undergraduate Medical Education Curriculum Committee</p>	<p><b>Established:</b> November 26, 2020</p> <p><b>Last revised:</b> January 2024</p>
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### **A. Background & Purpose**

The Faculty of Medicine acknowledges the valuable contribution that medical students can make to research in the field of medical education. The Undergraduate Medical Education Committee (UMECC) has oversight over the curriculum and is tasked with ensuring that research requests are aligned with curricular goals and that the timing and number of requests for student involvement do not negatively impact on the students.

### **B. Application**

This guideline relates to research projects that require the involvement of medical students for their completion. This does NOT include quality improvement initiatives involving the curriculum or its administration.

### **C. Definitions**

UMECC: Undergraduate Medical Education Committee

Unit Head: faculty lead of units within the Undergraduate Medical Education Program.

Research Review Boards (NS, NB & PEI): bodies responsible for reviewing ethics protocols in research applications.

DMSS Executive: Elected medical student leadership.

### **D. Guideline**

All applications from researchers who wish to access medical students from any campus as research participants need to be approved by the UMECC. This includes studies aimed at detailed program evaluation, beyond the usual evaluation occurring during the course of regular curricular activities.

### **E. Procedures**

To facilitate the approval process, researchers are required to provide the following information in a one page document:

1. Name of Project.
2. Name of principal researcher and research team members and/or research supervisor.
3. Purpose, statement and objectives of the study.
4. A description of:
  - a. significance of the research to the Dalhousie Faculty of Medicine and/or the undergraduate curriculum;
  - b. methodology and methods used that impact students, including timelines relative to the engagement of students; and,
  - c. student participation and time commitment, including the physical location of research and academic year(s) of students involved.

The full research protocol will not be reviewed by UMECC.

5. Proof of ethics approval is not required prior to an application being reviewed by the UMECC. Conditional permission to proceed will be given under these circumstances. However, UMECC will only provide final consent on receipt of Ethics Board approval.
6. Requests are to be made no later than two weeks prior to the next available meeting of UMECC prior to any student engagement in the project.
7. Approved dated policies will be provided to ethics review boards at Dalhousie University and affiliated clinical research review boards in New Brunswick, Nova Scotia and Prince Edward Island, the DMSS Executive, Associate Dean and Director of Postgraduate Medical Education, Associate Dean and Program Manager of Research, Associate Dean and Managing Director of Continuing Professional Education, Research in Medicine Committee Chair, Associate and Assistant Deans UGME, Associate Dean DMNB and DMNB Operations Manager. Any policy changes will be similarly communicated.
8. The UGME Office will maintain a file of all research projects involving students.

#### **F. Other**

Applicants are advised to consider the following when submitting an application for medical student participation:

- Research proposals submitted by non-Dalhousie faculty or students are strongly encouraged to have a local champion and undergo Dalhousie ethics review.
- Any electronic survey used to collect data must meet the Personal Information International Disclosure Protection Act (e.g., SurveyMonkey TM is not permitted).
- Surveys are distributed to students through the Dalhousie Medical Student Society or the Undergraduate Medical Education Office using email accounts. Individual student contact information is not provided to researchers.
- At the completion of the study, researchers are requested to forward an electronic copy of the final research report to the Undergraduate Medical Education Office.
- If researchers have received an award or acknowledgement for the study, please indicate this in the report or in a separate letter if award/acknowledgement post-dates report submission.