

**Undergraduate Medical Education Program**

**Guidelines for Researchers Applying for Access to Medical Students**

Approved by:	Undergraduate Medical Education Curriculum Committee
Application/Scope:	
Approved Date:	November 26, 2020
Review Date:	

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.

Those projects should be addressed to the unit head or individual responsible for that element of curriculum.

All applications from researchers who wish to access medical students from either campus as research participants need to be approved by the Curriculum Committee of the Undergraduate Medical Education (UMECC). This includes studies aimed at detailed Program Evaluation, beyond the usual evaluation occurring during the course of regular curricular activities.

Rationale: The 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.

To facilitate the approval process, researchers are asked 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 time lines relative to the engagement of students
  - 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 for the research. Ethics approval is **not** required **prior** to an application being reviewed by the Curriculum Committee. 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) Policy Communication. Approved policies (dated) will be provided to ethics review boards at Dalhousie University and affiliated clinical research review boards in New Brunswick and Nova Scotia, DMSS executive, Postgraduate Medical Education Associate Dean and Director, Associate Dean and Program Manager of Research Services, Division of Medical Education Head, Research in Medicine Committee Chair and Program Director, Associate and Assistant Deans UGME, Associate Dean DMNB and DMNB Operations Manager. Any policy changes will be similarly communicated.

Applicants please note the following:

- 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™ 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.
- The UGME Office will maintain a file of all research projects involving students. ▪