



Resident Monthly Newsletter

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AOCOO-HNS Resident Monthly Newsletter

CALL FOR ARTICLES

The Editorial Committee of the AOCOO-HNS would like to invite you to make contributions to the Quarterly Newsletter. While they have many articles slated for upcoming Newsletters, they are asking for your assistance.

As residents, you or your program director, fellow residents and students, may submit quality articles suitable for publication. Articles for submission should be of clinical or didactic interest.

INSTITUTIONAL REVIEW BOARD TIPS

Dear Fellow Residents,

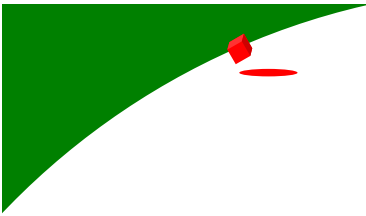
During the resident research forum, many of us had questions about the process of obtaining Institutional Review Board (IRB) approval. It is important to understand that the IRB is there mainly to ensure that subjects are not placed at undue risk, and that subjects are given non-coerced, informed consent to their participation. Keeping the former in mind is key when planning your research project proposal.



*Happy
Holidays*



- Contact your institution's IRB
 - Many institutions require training and certification in research ethics and compliance prior to application to an IRB. This is usually done online and varies greatly per institution.
- Research proposal
 - In the initial planning stages of your project, please keep in mind the dates that your institution's IRB meets and plan your timeline accordingly.
 - There are several categories of projects (such as educational tests; surveys; interviews; observations of public behavior; studies of existing data, documents, records, pathological specimens or diagnostic specimens) that may be exempt from requiring IRB acceptance. Please note that if your project is exempt, the proper forms at your institution and an IRB Policy for Human Studies form from the AOCOO-HNS website will still need to be submitted.
- Prepare research proposal and consent forms
 - The research proposal should include a scientific literature review studying risks and benefits, protocols for monitoring research through data collection and analysis, patient recruitment practices, as well as other safeguards, and a disclosure of conflicts of interest.



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2010 ACA Resident Travel Grants

DEADLINE - APRIL 1, 2010

Residents who submit a completed Application by April 1, 2010 will be eligible to receive a resident travel grant for the 2010 Annual Clinical Assembly. The amount of the travel grant will be determined after all the applications have been received (up to \$250.00 per resident).

REQUIREMENTS:

1. All previous years of residency training must be reviewed and approved by the AOCOO-HNS Council of Medical Education.
2. Grant recipient must be an AOCOO-HNS resident member.
3. Complete and submit the official 2010 ACA "Registration Form" (available the first of January at www.aocoohns.org, click on Meetings).
4. Complete an Application Form (including both signatures of the resident and the program director).
5. Attend the Annual Clinical Assembly. The resident must sign-in and attend lectures on at least three of the four days (Thursday, May 6th through Sunday, May 9th).

- Patient consent forms must also be submitted for review. These forms should explain the research, foreseeable risks and benefits, disclosure of alternative procedures, extent of confidentiality of records, an explanation if injury occurs including who to contact with questions, and a statement that participation is voluntary.

- Complete and submit IRB forms
 - Each institution's IRB application process differs greatly, but here is a general list of required information.
 1. Trial protocol(s)/amendment(s)
 2. Written informed consent form(s) and consent form updates that the investigator proposes for use in the trial
 3. Subject recruitment procedures (e.g., advertisements)
 4. Written information to be provided to subjects
 5. Investigator's Brochure (IB)
 6. Available safety information
 7. Information about payments and compensation available to subjects
 8. The investigator's current curriculum vitae and/or other documentation evidencing qualifications
 9. Any other documents that the IRB may need to fulfill its responsibilities

- If an IRB is not established in your institution, a submission to the Ethics Committee will also be accepted by the AOCOO-HNS.

- If your project is a multiyear project, then the IRB submission may fulfill one annual paper writing requirement.

- IRB review (accept, reject or revise)
 - After submission for approval the IRB will accept, reject or ask for revisions to the protocol from the principal investigator. Submissions may require multiple reviews.
- Continuing review
 - An annual IRB review will be required to be submitted for projects that span longer than the time approved by the IRB. This review will reevaluate the project and its safety and benefits.
- Writing the paper
 - In the methods of your paper, you must include a statement of IRB approval.
 - At the end of the year, an IRB Policy for Human Studies form must be submitted to the AOCOO-HNS along with your research paper.

Although this is in no way a comprehensive how-to guide, we hope this outline is helpful in understanding what will be asked of you, while giving some tips on how to navigate through your institution as well as the AOCOO-HNS requirements. Much of this information was found online, but when in doubt, you can always contact the CRF or ask those who have been there before you.

Also, this is a reminder to start making your plans for the 2010 ACA, May 5th-9th in Orlando.

Happy Holidays,
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