HCPHES Ethics Committee Review Process Map

Intake

Step 1: Ethics Chair sends the Ethics Initiation Form to the Committee (ID number is assigned & tracking begins)

Step 2: Legal counsel on the Ethics Committee conducts a brief legal assessment of the request

Does the request meet the legal parameters to be reviewed by the Committee?

Yes

Step 3a: Expedited Review

Has HELM designated the matter for an Expedited Review?

No

No review is conducted (Chair or designee completes Closure Form)

Go to Conclusion Step 4

Yes

A full review is conducted no more than 3 months after the Initiation Form is received. Go to Full Review, Step 3b

Step 3b: Full Review

A conflict assessment of Committee members is conducted

Ethics Chair selects Lead Reviewers

Lead reviewers gather information on the matter

Input from requester and other experts is gathered as needed

Outcome 1: Committee reaches a conclusion with no further review

Outcome 2: Committee reaches an interim conclusion while a full review takes place

Outcome 3: Committee conducts a public meeting

Go to Conclusion Step 4

Ethics Chair leads the Committee’s review of the request using the HCPHES decision-making framework

Outcome 1: Committee reaches a conclusion with no further review

Outcome 2: Committee gathers additional information

Outcome 3: Committee conducts a public meeting

Go to Full Review Step 3b

Conclusion

Step 4: Lead Reviewer completes the Ethics Closure Form summarizing findings and conclusions

Step 5: Ethics Chair (or designee) sends Closure Form to HELM for their review

Request is resolved by Committee (Case tracking is closed)

Go to Conclusion Step 4