OFFICE OF HUMAN RESEARCH PROTECTION PROGRAMME

(OHRPP)

14d. ADDRESSING COMMON ERRORS IN THE DSRB ROAM APPLICATION FORM

SECTION I – RESEARCH PROCEDURES

POPULATION HEALTH (DOMAIN F)

Population Health Study - Domain F

- ***NHG ROAM – Online DSRB Application Form Guidebook For Population Health Study Version 2.1***

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Section I – Study Procedures

ROAM Application I1: Please list all procedures, measures and means by which data will be collected, analyzed and interpreted in this study. If you are extracting data from existing records, please indicate the period of data that will be extracted (E.g. 1 Jan 2000 to 31 Dec 2010) and the database to be accessed. (Note: NEHR cannot be accessed for research)

In your list, indicate the procedures that are being done for non-research purposes (i.e Procedures that are performed as part of curriculum / is performed for diagnostic/standard clinical purposes).

This part of the question, is specifically looking at **Study Procedures and Methodology.**

For example:

- Is consent (informed, verbal or implied) required?
- If the 1st point of contact with potential participants is via telephone call, a letter of invitation should be provided to DSRB (attach invitation letter under Section J2).

[Participants should be informed beforehand (prior to the call).]

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Section I – Study Procedures

The common error for ROAM Application I1 : No clear explanation or elaboration provided for the methodology conducted for the study.

State the details of the procedures involved in your study:

a. The main methods and processes involved.

b. How many visits participants will need to come for if they were to participate in the study.

c. Duration of each study visit.

d. If the study involves focus group discussions or surveys, whether participants' identifiers will be collected.

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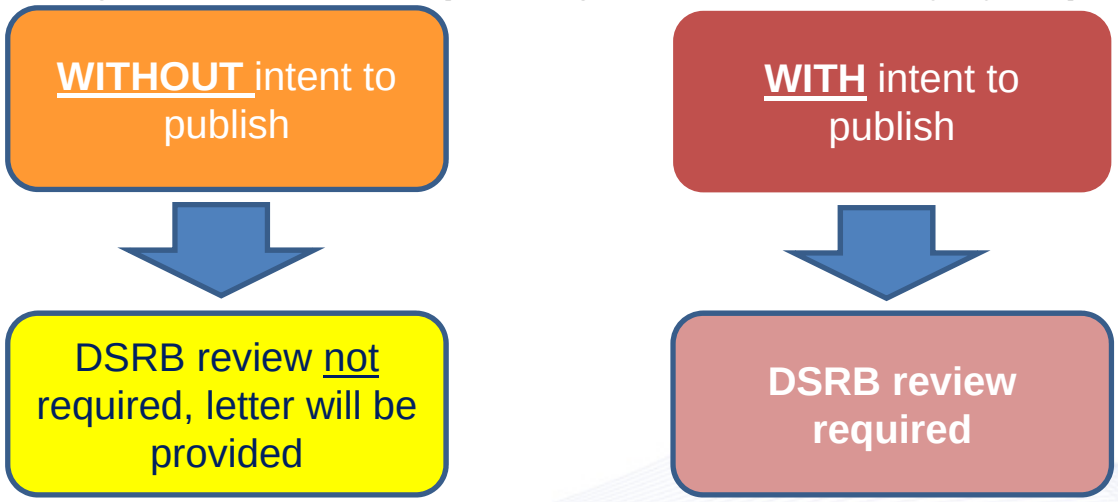
Section I – Study Procedures

ROAM Application I1: Please list all procedures, measures and means by which data will be collected, analyzed and interpreted in this study. If you are extracting data from existing records, please indicate the period of data that will be extracted (E.g. 1 Jan 2000 to 31 Dec 2010) and the database to be accessed.

(Note: NEHR cannot be accessed for research)

In your list, indicate the procedures that are being done for non-research purposes (i.e Procedures that are performed as part of curriculum / is performed for diagnostic/standard clinical purposes).

If the study is conducted as part of your institution's QI/QA's project



Quality Improvement Vs Quality Assurance (QI/QA) project

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Section I – Study Procedures

ROAM Application I2: Please attach the Data Collection Form (if applicable), Questionnaire Form (if applicable), Interview/Focus Group Discussion Guide (if applicable) and/or List of Variables that will be extracted from medical record/database (if applicable).

The common error: No data collection form / questionnaire attached. In addition, no document footer can be found on the document.

Informed Consent Form Version XX, Dated XXXX Page 1 of 8

Informed Consent Form Version XX with Short Consent Form (English), dated DD-MMM-YYYY

Page 1 of 10

Reminder:

Ensure that all documents used in your DSRB study application have a document footer containing the document name, version number and date.

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Questions?

Refer to www.research.nhg.com.sg

Or contact the NHG Research Education Unit @ researchcoord@nhg.com.sg

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