



Emergency Medicine Research Committee (EMRC)

General Description and Operating Guidelines

General Description:

To evaluate scientific value of emergency medicine studies prior to submission to the RSRB, all EM-related projects must be approved by the Emergency Medicine Research Committee (EMRC). This includes projects that involve EM faculty, residents, fellows, or staff, as well as those that are planning to enroll ED patients. The mission of this committee is to assess the scientific merit of research projects and their feasibility and human subjects implications in the Emergency Department (ED), including ensuring that ED studies do not interfere with patient care responsibilities, impede patient flow, or overburden ED patients with multiple research requests in a single visit.

Membership:

The EMRC is made up of faculty, research staff, fellows, residents (only on rotation), graduate students, ED pharmacists and pharmacy residents, and others as appointed by the Chair. A current standing membership list is available from the EM Research Office. All meetings are open to all University members regardless of membership on the EMRC.

Meetings and Attendance:

EMRC meetings will be held at 11:15 am each Tuesday at the Saunders Research Building (specific location may vary within SRB). Protocols and documentation must be submitted by 4:00 PM on the Thursday preceding the scheduled meeting. An email confirming or cancelling each meeting will be sent out by close of business on the preceding Thursday. All presenting persons will be copied on this email, which will also announce the meeting location.

Members are expected to attend all confirmed EMRC meetings when available. If unable to attend a scheduled meeting, members are expected to notify the EM Research Office prior to the meeting. Members who are unable to attend the meeting are expected to review the protocol and submit comments to the EMRC Chair on the EMRC Scientific Review Form by 8am on the day of the EMRC meeting. Submission of substantial comments in this manner may, at the discretion of the EMRC Chair, count as being present. General expectations for attendance in a rolling 12 month period are determined by the Chair of the Department of Emergency Medicine for faculty and training program directors for trainees.

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Responsibilities of EMRC to the URMCRSRB :

Consistent with URMCO SHP / RSRB policies and guidelines, the EMRC is responsible to:

1. Implement the department-specific policy and procedure for providing scientific review of human-subject research protocols, inclusive of the core standards established by the Institution, which includes Scientific Merit, Risk Identification and Management, and Investigator Qualifications and Resources.
2. Keep the RSRB informed of the department-specific approach to human subjects scientific review.
3. Share with the RSRB sufficient findings from related EMRC reviews, including assessment of investigator qualifications and sufficiency of resources, to support scientific review; and
4. Ensure that scientific review incorporating RSRB core standards, at a minimum, is conducted prior to release of the protocol for review by the RSRB.
5. Forward a summary of the scientific review to the RSRB

The EMRC will document all scientific reviews on the EMRC Scientific Review Form. The EMRC Chair will complete and sign the EMRC Scientific Review Form within three business days of the EMRC meeting. The completed form will be distributed to the appropriate RSRB Board liaison via the RSRB Online Submission System (ROSS).

If resubmission is required, the EMRC Scientific Review Form allows for tracking and approval of the proposal through resubmission.

Scheduling and Deadlines:

To schedule a presentation to the EMRC, contact the EM Research Office at emresearch@urmc.rochester.edu or by phone at 585-275-1198. Cover sheets and supporting materials must be received by 4:00 PM on the Thursday before the scheduled presentation date or the presentation will be cancelled and rescheduled. Re-approval requests are accepted continuously by email and will be acted upon within 5 (5) business days.