

ZW 77/2018/01

## Regulations for the organization of the reception and processing of applications for scientific research at the LSOPHC

### §1

1. These Regulations define the rules for accepting and considering applications for scientific research for undergraduate, graduate, doctoral and postdoctoral theses and pilot projects at the Lower Silesian Oncology, Pulmonology and Hematology Center.
2. Whenever the Regulations refer to:
  - a. **LSOPHC** it is understood as the Lower Silesian Oncology, Pulmonology and Hematology Center,
  - b. **Application** form; Annex 1 to these Regulations, it is understood as an application submitted in writing to the LSOPHC Office, regarding the possibility of conducting scientific research for work,
  - c. **Applicant, Researcher**, it means the person submitting the application who applies for consent to conduct a scientific research at LSOPHC
  - d. **RID**, it is understood as the Research and Innovation Department of LSOPHC,
  - e. **RPC RID**, it is understood as the Research Project Center in the Research and Innovation Department of LSOPHC

### §2

1. The applicant is required to complete and submit a signed application on the form provided. The completed application must be supported by the job promoter.
  2. The form will contain the following data: researcher's data (name, surname, correspondence address, contact telephone number),
    - a. data of the job promoter (name, surname, academic degree),
    - b. research title / topic,
    - c. research assumptions place of the test: (plant, department, center), test group / test material, estimated time of start and end of the test, test method: questionnaire, comparative analysis of medical records, other / what? / ...),
    - d. signature of the promoter and the applicant,
    - e. in a situation where the examination requires access to the medical records of LSOPHC patients, the application must additionally contain:
    - f. the scope of the requested information from the set (indicate what data are to be made available, e.g. diagnosis, course of the disease, age range, etc.),
    - g. information enabling searching in the set of requested data (Center/Plant/Branch),
    - h. signature of the university representative.
- The application should also be accompanied by a questionnaire - in the case of a survey, and the consent of the Bioethics Committee (if its necessary).
3. Moreover, a prerequisite for consenting to the examination at the-LSOPHC is that the Investigator signs the declaration contained in the application form regarding the consent to the processing of personal data

and a declaration regarding compliance with the rules generally accepted in LSOPHC, i.e. that each patient (s) expresses informed and voluntary consent to participate in the research, the conduct of the research will not in any way interfere with the activities of LSOPHC (the course of treatment and the procedures) and the peace of the examined patients (s), the collected medical data will be used only for scientific purposes and publication of research results will be made in a way that prevents identification patients.

4. After submitting a complete application to the LSOPHC Law Firm, it is forwarded to RID and there is formal verification. The obligation of the person accepting the application is:
  - a. registering the application in the Register of Applications (Annex 2 to these Regulations),
  - b. in the case of survey research - consulting the content of the survey with a LSOPHC psychologist,
  - c. Obtaining the consent of the Head of the LSOPHC organizational unit in which the study will be conducted,
  - d. appointing a guardian on the part of LSOPHC in consultation with the RID
  - e. RPC RID recommendation,
  - f. submitting an application to the LSOPHC Director with a request for consent/or no consent to conduct the study,
  - g. notification by phone/e-mail to the applicant about the possibility / or lack of it / conducting the examination at the LSOPHC,
  - h. after obtaining the consent of the LSOPHC Directorate to conduct the study, a meeting with the researcher in order to:
    - providing formal consent for research,
    - familiarize him with:
      - I. Information on hazards resulting from LSOPHC activities during the stay / performance of works on its premises, general principles of health and safety and environmental protection (P-XXVII / Pr-06 / I-01),
      - II. the Code of Ethics of LSOPHC employees (Annex 3 to the Internal Ordinance - ZW207/2017), and recording it in the Register of Applications (Annex 2 to these Regulations).
5. After conducting the examination at the LSOPHC the researcher is obliged to report to the RID to inform about the completion of the examination and to submit the results of the work after its completion - in the form of a report

Wrocław, 10/04/2018