



**Research & Ethics Committee
AGENDA**

York Care Centre Board room

Tuesday November 8, 2022 @ 4:00 pm

Item	Description	
1.	Call to Order & Introductions	Keith McAlpine
2.	Declarations of Conflict of Interest	Keith McAlpine
3.	Approval of Previous Minutes – September 13, 2022	Keith McAlpine
4.	Business Arising:	
4.1	Code of Ethics – Terms of Reference Update*	Keith McAlpine
4.2	Code of Ethics & Professional Conduct* (10 pg document)*	Keith McAlpine
4.3	CanHealth Network update	Geri Geldart
5	Research & Ethics Report for Q2 – July 1, 2022 – September 30, 2022*	Justine Henry
5.1	General Q2 Commentary	
5.2	Progress on Operational Goals	
6.	New Business	Keith McAlpine
7.	Date of Next Meeting: January 17, 2023	

Committee Members: Keith McAlpine (Chair), Gary Beattie, Marjorie Belzile, Brenda Bosse, Tracey Burkhardt, Donna Curtis Maillet (community member), Lyne St. Pierre-Ellis

Staff: Geri Geldart (ex-officio), Justine Henry, Jamie Roy



Minutes of Meeting
Research and Ethics Committee
On September 15, 2022 at 4:00pm

Present: Keith McAlpine (Chair), Lyne St-Pierre-Ellis, Gary Beattie, Brenda Bossé,
 Marjorie Belzile, Tracey Burkhardt, Donna Curtis Maillet

Staff: Justine Henry, Jamie Roy, Geri Geldart

1. Call to Order & Introductions

Mr. McAlpine called the meeting to order at 2:00pm. A roundtable of introductions was completed.

2. Approval of Previous Minutes – April 12, 2022

Motion:

It was moved by G. Beattie seconded by L. St-Pierre-Ellis that the minutes be approved as presented.

Motion carried.

3. Declarations of Conflict of Interest

Mr. McAlpine asked the members present if there was a need to register a conflict of interest. None expressed.

4. Business Arising From the Minutes

4.1. Code of Ethics – Terms of Reference Update

Revisions to the Terms of Reference for this committee were approved at the last board meeting. The revisions incorporate the expectation the Research and Ethics Committee will conduct an annual review of the Code of Ethics and will make recommendations to the board of directors if, and when, necessary.

Mr. McAlpine recommended a small group meet to begin this review. Jamie Roy and Gary Beattie offered to participate in this process. Mr. McAlpine will coordinate the process.

5. Research and Ethics Report for Q1: April 1 – March 31, 2022

J. Henry presented the report for Q1. The report was included in the meeting package. Highlights included:

- Planning for the Symposium is well underway. The Symposium will be held on November 15th at the Fredericton Convention Centre. The Symposium has attracted \$15,700 in sponsorships and \$1200 in Exhibitor Booth fees. CIRA is facilitating the annual Lieutenant Governor's Excellence in Aging Awards which will be presented during the Symposium.
- Current research projects underway include:
 - **Virtual Reality to Promote Rehabilitative Exercises in Seniors:** Data collection will continue until December 2022.
 - **Promoting Physical Activity with Augmented Reality Experiences:** Intervention period is complete. Data analysis and reporting to be completed. The 2RaceWithMe Team continues to develop/improve the user experience. Technology will be presented by Dr. Mark Chignell (U of Toronto) at the upcoming Canadian Association of Gerontology conference.
 - **CanImmune:** project has been extended until June 2023.
 - **MedReviewRx:** intervention phase completed in July. Project will be presented at the Canadian Association of Gerontology conference in October.
 - **Palliative e-learning:** Final modules to be deployed. Post-test data collection by the end of November.
 - **Genie:** This has been a very popular project with 60 older adult participants enrolled. The project has been extended until June 2023.
 - **PassiveAware:** Recruitment has been a challenge. Project extended until June 2023.
- Progress on Operational Goals – all goals are On Track.

6. CANHealth Presentation

G. Geldart and J. Henry updated the board on discussions held with the CANHealth Network. The network is a national partnership comprised of leading Canadian healthcare organizations and companies. Established by the federal government, its objective is to introduce new solutions (products, technologies, services) to the health care system and pave the way for Canadian businesses to scale up nationally and globally. The program and process was described. Within the Atlantic network, current participants include Shannex, Medavie, Horizon Health Network, Vitalité Health Network, Eastern Health, Nova Scotia Health and IWK Health. Joining the network provides York Care Centre with the opportunity to broaden our profile as a Centre for Innovation and Research and to benefit financially from the procurement advantages provided through the CANHealth Network. The only cost is staff time for participation in Network meetings.

York Care Centre expressed an interest in joining the network and we have recently been invited to join. Participation is aligned with the Research pillar of our strategic plan.

Motion:

It was moved by Gary Beattie, seconded by Tracey Burkhardt that the Research and Ethics Committee recommend to the Board of Directors endorse our intention to join the CANHealth Network.

Motion carried.

7.0 New Business

The committee discussed the time for future meetings. All agreed that a 4PM start would be acceptable. Ms. Geldart will ensure the Board Committee schedule is updated and recirculated.

8.0 Date of next meeting

The next meeting will take place on November 8, 2022 @ 4:00 pm.

Meeting was adjourned at 4 pm. on a motion by G. Beattie

Keith McAlpine, Chair

Geri Geldart , Minutes

DRAFT



RESEARCH & ETHICS COMMITTEE Terms of Reference

Background

The Research and Ethics Committee is a standing committee established by the Board of Directors in compliance with its corporate bylaws.

Purpose

The purpose of the Committee is to make recommendations to the Board to ensure that ethical standards and research activities reflect the Vision, Mission and Values of the organization.

Scope

The Committee is focused on providing an academic/research environment that promotes professional development and stimulates research activity combined with and applied to a full suite of long-term care services. The work of the committee includes:

1a. Ensuring appropriate policies are in place that respect the ethical standards of the organization as well as applicable privacy legislation.

1b. Monitoring compliance to the Code of Ethics (ref) with respect to the Board of Directors, Community Members and the President & CEO.

2. Reviewing the Code of Ethics on an annual basis and making e-recommendations to the Board if changes are required.

3. Reviewing policies proposed by the President & CEO related to ethical and research matters and recommending those that it supports for approval by the Board of Directors.

4. Encouraging innovation, health promotion and knowledge transfer through the following 2020-2025 strategic research goals:

- ~~• To increase involvement in research activities that focus on promotion and improving the social, emotional and physical wellbeing of seniors~~
- ~~• To foster relationships with researchers, stakeholders and members of the community~~
- ~~• To promote and support the translation and transfer of research outcomes, new knowledge and innovation to the betterment of the aging population~~

4.5. To Foster relationships with researchers, stakeholders and members of the community

4-3. 56. To promot and support the translation and transfer of research outcomes, new knowledge and innovation to the betterment of the aging population

5-4. 67. Reviewing and approving proposed research initiatives; monitor related President and CEO actions in support and, when necessary, recommending action for the Board's consideration.

7/8. Monitor adherence to the Code of Ethics and initial goals and objectives based on staff responsibilities of all research projects and, when necessary, recommending remedial action for the Board's consideration.

6-5. 98. -Ensuring that research activity remains directed at producing benefits for residents while enhancing the financial status of YGC.

Formatted: Right: 1.09 cm, Top: 2.93 cm, Bottom: 0.49 cm, Different first page header

Formatted: Indent: Left: 0.96 cm, No bullets or numbering

Structure

Reporting to the Board, the membership of The Committee includes the Chair, appointed by the Board from within its membership, the President and CEO and ~~and~~ other appropriate members of the senior leadership team as non-voting members. As required, other guests may be invited at the discretion of the Chair to support discussion. The Committee may add community members. All committee members will be appointed for a two-year term, with the option to serve additional terms.

Quorum

A quorum shall consist of at least 50% of the members.

Meeting Frequency

The Committee will meet at least quarterly, or at the request of the Chair.



RESEARCH & ETHICS COMMITTEE Terms of Reference

Background

The Research and Ethics Committee is a standing committee established by the Board of Directors in compliance with its corporate bylaws.

Purpose

The purpose of the Committee is to make recommendations to the Board to ensure that ethical standards and research activities reflect the Vision, Mission and Values of the organization.

Scope

The Committee is focused on providing an academic/research environment that promotes professional development and stimulates research activity combined with and applied to a full suite of long-term care services. The work of the committee includes:

- 1a. Ensuring appropriate policies are in place that respect the ethical standards of the organization as well as applicable privacy legislation.
- 1b. Monitoring compliance to the Code of Ethics (ref) with respect to the Board of Directors, Community Members and the President & CEO.
2. Reviewing the Code of Ethics on an annual basis and making recommendations to the Board if changes are required.
3. Reviewing policies proposed by the President & CEO related to ethical and research matters and recommending those that it supports for approval by the Board of Directors.
4. Fostering relationships with researchers, stakeholders and members of the research community.
5. Promoting and supporting the translation and transfer of research outcomes, new knowledge and innovation to the betterment of the aging population.
6. Reviewing and approving proposed research initiatives; monitoring related President and CEO actions in support and, when necessary, recommending action for the Board's consideration.
7. Monitoring adherence to the Code of Ethics and initial goals and objectives based on staff responsibilities of all research projects and, when necessary, recommending remedial action for the Board's consideration.
8. Ensuring that research activity remains directed at producing benefits for residents while enhancing the financial status of YGC.

Structure

Reporting to the Board, the membership of The Committee includes the Chair, appointed by the Board from within its membership, the President and CEO and other appropriate members of the senior leadership team as non-voting members. As required, other guests may be invited at the discretion of the Chair to support discussion.

The Committee may add community members. All committee members will be appointed for a two-year term, with the option to serve additional terms.

Quorum

A quorum shall consist of at least 50% of the members.

Meeting Frequency

The Committee will meet at least quarterly, or at the request of the Chair.

January 2022

CODE OF ETHICS & PROFESSIONAL CONDUCT

For Employees and Members of the Board



Message from the Board Chair and the President and Chief Executive Officer

The reputation of our organization is shaped by our actions, choices, and decisions each day. Together, we must:

- Work in the best interests of our residents and clients
- Act fairly and objectively
- Recognize and address conflicts of interest
- Think about how our actions may impact our residents, co-workers, clients, and community partners

Exercise our best judgment

- Protect the confidentiality of the information entrusted to us
- Come forward if we see something significant or material that we think is not in the best interests of the people we serve or our organization
- Have the courage to stand up for what is right

Our Code of Ethics & Professional Conduct (Code) outlines the values, principles and standards of conduct that guide our actions and interactions.

The Code is at the heart of our bylaws, principles, directives, policies, procedures, protocols, standards, codes of practice and any other applicable guidelines, regulations and directives that set out how we conduct ourselves as we carry out our work on behalf of York Care Centre, The Centre for Innovation and Research in Aging, and York Developments, herein referred to “The Organization”.

Sincerely,



Lyne St. Pierre-Ellis
Board Chair

Geri Geldart
President & CEO

Table of Contents

APPLICABILITY	1
PURPOSE OF THE CODE	2
BASIC OBJECTIVES	2
ABIDING BY THE LAW	3
NON-DISCRIMINATION/RESPECTFUL BEHAVIOUR	3
HIRING	4
RELATIONSHIPS WITH SUPPLIERS	4
RIGHT TO INFORMATION.....	4
PUBLIC STATEMENTS/COMMENTS	4
PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION).....	5
CONFIDENTIAL INFORMATION – NON-PERSONAL	5
CONFIDENTIAL INFORMATION – PERSONAL	5
CORPORATE PROPERTY	5
MISAPPROPRIATION.....	6
CORPORATE RECORDS	6
SOFTWARE USAGE.....	6
INTERNET USAGE	6
WORK ETHIC	7
EXPENSES	7
RELATIONSHIPS	7
DRUG AND ALCOHOL-FREE WORKPLACE.....	8
OUTSIDE EMPLOYMENT.....	8
COMMUNITY ACTIVITIES.....	8
CONFLICT OF INTEREST	9
CONCLUSION	10

APPLICABILITY

The provisions of this Code are mandatory and full compliance is expected from all board members, employees, and volunteers.

Although specific elements of this Code are employee-specific, contractors and business partners are expected to also comply where the provisions are relevant to doing business with the organization. For greater clarity, where applicable, the term 'employees' is inclusive of everyone working or doing business (paid or unpaid) with the organization.

This Code will be supplied to each employee at the time of hiring and will be reviewed ~~annually~~ by employees ~~with supervisors during performance reviews~~ when doing their annual on-line education modules. Any employee who becomes aware of a contravention of the Code must report the facts promptly to his or her supervisor or to a higher authority or see that they are so reported. Employees who make reports in good faith regarding another employee will be protected against retaliation, discipline, and other sanctions as stipulated in the *Whistleblower Protection Policy and the Public Interest Disclosure Act*.

Employees who are members of professional bodies, such as nurses, licensed practical nurses, and accountants must also conform to their respective professional codes of conduct.

Each department may have additional Operational Policies and Procedures that may be applicable in a particular situation. Employees should familiarize themselves with the applicable rules within their department as well as Corporate Policies and Procedures.

The Research and Ethics Committee of the Board of Directors has been charged with the responsibility for monitoring compliance of the Code with respect to the Board of Directors and President & CEO, the Executive.

PURPOSE OF THE CODE

Employees continue to show their support for maintaining a commitment to excellent care to residents of the nursing home, ~~and~~ tenants of its independent and supportive living units and clients in the community.

This Code was developed with an understanding that personal integrity is quality of character and cannot be created by written rules. However, in assessing their conduct against general standards of integrity, employees may require some guidance.

The primary purpose of this Code is to provide such guidance to employees in making lawful and ethical decisions during employment.

Employees must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its employees, residents, ~~and~~ tenants and clients in the community. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment.

BASIC OBJECTIVES

Underlying the Code of Ethics are the following objectives:

- To provide information about standards and practices for employees, prospective employees, and other stakeholders.
- To promote universal understanding and application of ethical standards.
- To assist employees and directors in avoiding situations that might give rise to unprofessional conduct and/or conflict of interest.
- To encourage the most efficient and productive use of corporate resources while discouraging wasteful or fraudulent practices.
- To promote fair and honest dealings amongst employees, fair hiring and promotion practices, and equitable treatment of all employees.
- To assist Senior Leadership and the Board of Directors in carrying out their responsibility of ensuring integrity of operations.

ABIDING BY THE LAW

The organization has an obligation to comply with all applicable laws and regulations. Employees play a key role in maintaining such compliance.

Employees should make themselves aware of the complex and changing laws and regulations applicable to their functions. Should an employee be in doubt about these legal requirements or their responsibilities, they should contact [the Human Resources](#). A safeguard for employees is strict adherence to this Code, policies and procedures, operating rules, and regulations, including governance rules and financial signing limitations.

NON-DISCRIMINATION/RESPECTFUL BEHAVIOUR

All persons are equal in dignity and human rights without regard to race, colour, national origin, place of origin, ancestry, religion, age, marital status, sex (including pregnancy and gender identity), sexual orientation, physical disability, mental disability, social condition (includes source of income, level of education and occupation), political belief or activity.

Further information on the topic of work-related discrimination, respectful behavior and human rights is contained in ~~the corporate policy on~~ [York Care Centre's Code of Professional Conduct, Employee Relations Principles](#). All employees are required to understand and adhere to ~~the Employee Relations Principles~~ [York Care Centre Code of Professional Conduct](#).

We seek to foster and promote safety, ~~competence, and care,~~ respect, recognition, and inclusion in the workplace.

HIRING

The organization has implemented and follows policies governing the hiring of new employees. Employees involved in a hiring process are required to be familiar with and adhere to these policies.

RELATIONSHIPS WITH SUPPLIERS

The organization strives to maintain the highest ethical standards in its buying practices. In purchasing materials and services from numerous suppliers within and outside of New Brunswick, we subscribe to the principles outlined in the *Procurement Act* and the *Crown Construction Contracts Act*.

Employees responsible for buying, leasing, or otherwise acquiring materials and services are required to be familiar with these Acts and are required to follow the various procedures laid out by their department.

The organization does not require suppliers to forgo trade with others seeking similar service or products in the marketplace. It may, however, refuse to deal with a supplier who is in an [actual or perceived](#) conflict-of-interest situation.

REQUESTS FOR INFORMATION

Unless prohibited by law, the organization meets all reasonable requests for information and provides information that is accurate, complete, and comprehensible. All requests for information are dealt with by the President & CEO and/or their designate.

PUBLIC STATEMENTS/COMMENTS

On behalf of the Board of Directors, the President & CEO and/or their designate is the official spokesperson for the organization. Other than the CEO, board members, employees, volunteers, and contractors may not make any public statement or comment on policy issues on behalf of the organization, unless authorized by the Board Chair or the President & CEO. This restriction applies to all forms of expression, including use of social media.

~~[All employees are required to be familiar with and adhere to the Statements of Policy and Procedures related to internet usage and social media.](#)~~

The reputation of the organization represents significant effort to generate goodwill. No employees may make any public remarks that disparage its services, brand, reputation, or personnel.

PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION)

The organization maintains a position of public trust and employees are expected to conduct themselves with honesty and integrity throughout the course of performing their duties. The *Public Interest Disclosure Act*, known as whistleblower legislation for the public service, provides the framework for the disclosure and investigation of significant and serious matters in the public service that are potentially unlawful, dangerous to the public or injurious to the public interest. The Act also provides protection to those employees who make a disclosure.

All employees are encouraged to become familiar with the *Whistleblower Protection Policy* and to make disclosures about any serious wrongdoings. The *Whistleblower Protection Policy* and related procedures are supplement to the Code of Ethics.

Commented [YC1]: Not updated since 2018

CONFIDENTIAL INFORMATION – NON-PERSONAL

Confidential information gained by virtue of employment with the organization shall not be used for personal gain, and disclosure of said information to anyone outside is strictly prohibited without permission either during the employee's term of employment, or at anytime thereafter. As a function of their employment, employees should share confidential information on a need-to-know basis only.

CONFIDENTIAL INFORMATION – PERSONAL

Employees may from time to time collect, use, and have the need to disclose personal information of its residents, ~~and/or~~ tenants, clients of the community, fellow employees and/or third parties. The collection, use and disclosure of personal information shall be in strict compliance with the *Personal Health Information Privacy and Access Act*, where applicable, and the organization's corporate policy on *Personal Information Protection*.

All employees shall adhere to the security measures as set out under the corporate policy C-08 - Confidentiality- Employees Personal Information Protection as well as any procedures and guidelines approved by their department.

CORPORATE PROPERTY

Employees are responsible for the protection of all corporate property, including intellectual property, documents, electronic data and information, equipment, tools, materials, supplies and vehicles, including exercising safeguards to prevent theft, negligence or misuse. Without permission from the appropriate authority Subject to specific exceptions, employees may neither loan nor borrow corporate property for their personal use or the personal use of others. Specific processes exist and must be followed for the sale or destruction of corporate property.

MISAPPROPRIATION

Employees are prohibited from making use of corporate funds, assets, or property, including electronic and information facilities, for their own personal gain or benefit, or from knowingly assisting another in such misappropriation.

The acquisition, disposal or removal of funds and assets by employees in the course of their employment must be transparent, and funds or assets must not be diverted for other than their proper use.

CORPORATE RECORDS

Corporate business records must be prepared reliably and accurately. They are of critical importance in meeting our financial, legal, technical and management commitments. They are to be carefully safeguarded and kept current, relevant and accurate. Records should be disclosed only to authorized personnel or in accordance with lawful processes. In addition:

1. No unrecorded or inadequately recorded fund or asset shall be established or maintained.
2. No false, artificial, or misleading entries in the books and records shall be made.
3. No transaction shall be affected, and no payment shall be made with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment.

3.4. Records may only be destroyed according to the applicable retention standards.

Formatted: Font: 12 pt

Formatted: Indent: Left: 2.35 cm, Hanging: 0.63 cm, Right: 0 cm, No bullets or numbering, Tab stops: Not at 2.5 cm

SOFTWARE USAGE

Software agreements licensing the use of software permit the use of that software only in a specific manner. The agreements also typically contain clauses restricting the duplication, modification, conversion or otherwise alteration of the product. All employees must strictly adhere to provisions contained in the various agreements.

INTERNET USAGE

The organization provides some employees with access to the information resources of the Internet with the intention of providing access to knowledge while increasing productivity. It is important to use the Internet in a manner that ensures any actions fall within the corporate policies and acceptable levels of performance.

In addition to corporate restrictions, employees must be aware of and abide by restrictions relative to the downloading or copying of any material on the Internet including, but not limited to copyright restrictions regarding multimedia and music.

All employees are required to be familiar with and adhere to the corporate policy on *Use of wireless devices*.

Formatted: Font: Italic

*in the Workplace and Social Media Policies.
Computer, E-Mail and Internet Use Policy.*

WORK ETHIC

Employees are expected to show a strong work ethic, both with honesty regarding working hours and with concentration while at work. However, lack of concentration is sometimes not deliberate but is due to personal circumstances beyond the employee's control.

-Theft of time, that is, doing more than a nominal amount of personal business on company time, is prohibited.

~~Theft of time, that is, doing more than a nominal amount of personal business on company time, is prohibited. However, lack of concentration is sometimes not deliberate but is due to personal circumstances beyond the employee's control.~~

Employees who find themselves distracted or preoccupied by personal issues during working hours should talk to their manager and/or seek assistance from Employee and Family Assistance programs which can be accessed through the Human Resources department.

EXPENSES

Employees are required to ensure that reasonable expenses are charged only in accordance with corporate policy.

Anyone spending corporate money or personal money that will be reimbursed is expected to strive to ensure good value.

RELATIONSHIPS

The organization makes substantial efforts to avoid compromising, or the appearance of compromising, the objectivity and reputation of our employees or the Corporation. Employees are cautioned to maintain an appropriate relationship with those who report to them or to whom they report.

In addition, employees are required to maintain a professional boundary between themselves and the residents, ~~and/or tenants,~~ clients, and their partners and families, and other people ~~nominated~~ chosen by the residents, ~~and/or tenants,~~ and/or clients to be involved in their care. ~~Intimate relationships between employees and the residents and/or tenants entrusted to their care are inappropriate. Such relationships automatically raise questions of integrity in relation to employees exploiting the vulnerability of persons who are or have been entrusted to our care. All employees are required to understand and adhere to York Care Centre's Code of Professional Conduct.~~

This section of the Code is not intended to impede the development of strong working relationships among employees or the development of appropriate relationships with our residents, ~~and/or tenants,~~ and/or clients.

Formatted: Indent: Left: 1.23 cm, First line: 0.21 cm

Formatted: Indent: Left: 1.23 cm, Right: 1.31 cm

Commented [YC2]: Reference Code of Professional Conduct

Commented [YC3]: Need to relook at this – too wordy

DRUG AND ALCOHOL-FREE WORKPLACE

The organization is committed to the highest practical standards of health and safety by providing a safe and comfortable work environment for all its employees and contractors. Due to the nature of our operations, all employees are considered to be in 'designated safety-sensitive positions'.

The organization recognizes that the use of illegal or non-prescription drugs, alcohol or any other controlled substances ~~including recreational and/or medical cannabis in the workplace~~, can adversely affect job performance, the work environment and the safety of our employees, residents, and the public.

To help ensure a safe, healthy workplace, the organization strictly prohibits its employees and/or its contractors from reporting to work while under the influence of any illegal or non-prescription drugs, alcohol or any other controlled substances including recreational and/or medical cannabis.

OUTSIDE EMPLOYMENT

While the organization recognizes its employees' right to privacy and their right to make use of their spare time as they see fit, care should be taken by employees in accepting outside employment. For example, employees should not accept outside employment:

1. When the employment or business activities encroach on working hours or otherwise adversely affect, in a real or perceived way, an employee's performance on the job;
2. When the employment results in an obligation that could affect, in a real or perceived way, the employee's judgment or ability to act in the best interests of the organization.

COMMUNITY ACTIVITIES

Employees have the right and are encouraged to become active members of their respective communities. With appropriate management approval, support of non-profit organizations may occasionally involve the provision of "in-kind" services.

Outside activity must not be allowed to interfere with the employee's performance on the job, nor must it conflict with the organization's responsibilities or best interests.

Political activity by any employee is governed by provincial government guidelines and employees are required to be familiar with and adhere to these guidelines.

CONFLICT OF INTEREST

All employees must conduct their duties in a manner reflecting the best interests of the organization. Conflict of interest exists in any situation where an employee's ability to fulfill their responsibility may be adversely affected by their private interests or personal considerations. While it is difficult to provide a comprehensive list of conflict-of-interest situations, in general terms it can be said that an employee should avoid any situation that could:

1. Impair the employee's judgment, initiative, or efficiency on the job.
2. Give rise to questions of integrity in relation to employees exploiting the vulnerability of persons who are or have been in our care.
3. Be harmful or detrimental to the Corporation's activities or reputation.

GIFTS AND BRIBERY

The organization subscribes to the principles outlined in the *Procurement Act and the Crown Construction Contracts Act* and holds a position of public trust. It is essential to preserve its reputation for fair and unbiased business dealings by avoiding any reasonable apprehension of bias in its relationship with suppliers. Bribery or kickbacks in the criminal sense (the giving or accepting of money or valuables intended to influence decisions) is generally obvious and is strictly prohibited. However, exchanging of gifts on a lesser scale can be a grey area, since it is a routine aspect of modern business practice that organizations give and receive small gifts for promotional or recognition purposes. It is acceptable for employees to participate in the giving or receiving of such gifts provided the item has a real or perceived value that is nominal (generally considered to be under \$100 Canadian). If you are offered or receive a gift whose value is greater than nominal, you should refuse and/or return the item promptly, together with an explanation of the organization's policy.

In addition, employees are expected to act in ways that cannot be interpreted as, or do not result in employees gaining personal benefit from their position. Accepting gifts, favours of hospitality may compromise the professional relationship with our residents and/or tenants. Gifts of more than a token value could be interpreted as the employee gaining personal benefit and/or taking advantage of a vulnerable resident and/or tenant in an attempt to gain preferential treatment. Under no circumstances are employees to ask for or accept loans or bequests from residents and/or tenants or anyone close to a resident and/or tenant.

ENTERTAINMENT

An employee may not participate in excessive or extravagant entertainment while conducting business on behalf of the organization. This is not intended to preclude the exchange of reasonable meals, social amenities or hospitality between persons doing business together.

PRIVATE BUSINESS BENEFIT

It is a conflict of interest for an employee to participate in, or attempt to influence, a corporate decision that could result in financial benefit to that employee or his/her immediate family. Examples include the awarding of contracts for the supply of goods or services to a company in which the employee has a private interest.

Transactions with a business owned ~~or~~ controlled [or influenced](#) by an employee are prohibited unless written approval is requested and received from the Board of Directors.

CONCLUSION

This Code is designed to reaffirm the value of high ethical standards and to provide employees with certain rules of behavior. The topics included herein are neither complete nor exclusive but will serve to give employees a clearer understanding of what is expected. Ethical conduct however is, and always will be, every employee's responsibility.

Employees must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its residents and/or tenants, its employees, and the public. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment.

In the event questions arise concerning the application of a specific rule or policy, an employee should consult his or her supervisor. Should the situation not be resolved at this point, the employee or supervisor shall refer the matter to ~~the~~ Human Resources.



REPORT TO THE RESEARCH & ETHICS COMMITTEE

July 1st, 2022 – September 30th, 2022

Quarter 2

The purpose of this report is to apprise the Board's Research and Ethics Committee of key activities within each quarter of the fiscal year, including an update on key performance indicators and the strategic plan's research pillar. Accordingly, the Committee receives four reports per year with content from the following senior leaders.

Senior Leaders

Justine Henry, Executive Director of CIRA
Jamie Roy, Vice President, Care Services & Quality

Key Areas of Reporting

Research Services
Ethics

1. General Commentary

Symposium 2022 Update:

- \$26,200 pledged in sponsorship
- Lieutenant governor award recipients selected
- Speakers and agenda finalized
- Formal advertising plan underway
- Social Development will subsidize one person from all 71 nursing homes to attend; will pay 25 of their own staff to attend

2. Status of Current Research Projects

Virtual Reality to Promote Rehabilitative Exercises in Seniors

- 31/48 facility-based participants: Carleton Manor (6) + York Care Centre (14) + Nashwaak Villa (3) + Windsor Court (1) + Orchard view (2) + Loch Lomond Villa (4) + Brunswick Hall (1)
- Of the 31 facility-based participants, 20 participants have fully completed the project and 2 participants have dropped out
- Recruited 16/48 home-based participants in the community, of which 7 participants have completed the project, 7 are active, and 2 have dropped out
- This project is wrapping-up recruitment and will continue to collect data until the end of December 2022

Promoting Physical Activity with Augmented Reality Experiences

- No significant updates or changes since last quarter
- Total participants – 10 (YCC)
- The intervention period is now completed. The focus will now be on data compilation, analysis, and reporting

CanImmunize

- 8 participants, 10 people with forms are "maybes"
- 3 mini surveys done with ineligible participants

MedReviewRx

- Intervention phase completed July 31, 2022
- All 5 study sites completed intervention data collection
- 8/15 clinicians have completed the User Feedback Survey
- 4/15 clinicians have completed the Acceptability & Feasibility Survey
- Implementation evaluation and end of study feedback interviews have been conducted at all sites
- Project will be featured in the upcoming HSPP Community of Practice meeting and HSPP x APPTA Government Showcase

Palliative e-Learning

- 12/12 modules deployed to staff (see below for # of participants)
 - Module 1 – 75
 - Module 2 – 69
 - Module 3 – 65
 - Module 4 – 75
 - Module 5 – 84
 - Module 6 – 70
 - Module 7 – 68
 - Module 8 – 80
 - Module 9 – 72
 - Module 10 – 50
 - Module 11 – 43
 - Module 12 - 40
- Post-test data to be collected by end of November

Genie

- Total number of older adult participants is 61 (this is intervention + control)
- Total number of family facilitators is 42
- Total number of staff participants is 7
- There are 9 site facilitators

PassiveAware

- No significant updates or changes since last quarter
- Recruitment remains a challenge
- Project shifted to focus on a case study design

3. Operational Updates

There have been no significant operational updates or changes in since the last quarter.

4. Progress on Strategic Goals

Strategic Goal	Operational Goal	Metric	Progress
1. To increase involvement in research activities that focus on promoting and improving the social, emotional and physical well-being of seniors.	a. Apply for three funding opportunities to advance research initiatives and support the on-going employment of research staff. (Henry)	<ul style="list-style-type: none"> • Three funding applications submitted before March 31, 2023 	<p>Primary applicant on the Age-Well at Home – Scaling up for Seniors. Funding to support 2 full-time staff (only one application per organization permitted).</p> <p>Partner applicant on a CFN grant with Dr. Sandra Magalhaes.</p> <p>Partner applicant on another Age-Well at Home – Scaling up for Seniors with Dr. Mark Chignell.</p> <p>ON TRACK</p>

	<p>b. Develop a “CIRA Research Portal” to accompany the York Care Centre Family Portal to increase visibility, accessibility, and participation in research initiatives.(Henry)</p>	<ul style="list-style-type: none"> • CIRA Research Portal fully implemented by October 31, 2022 	<p>CIRA page placeholder created. CIRA has access to the WordPress account. Design and content being developed.</p> <p>OFF TRACK – pending website redesign</p>
<p>2. To foster relationships with researchers, stakeholders and members of the community.</p>	<p>a. Host a one-day research symposium open to stakeholders, researchers and community members. (Henry)</p>	<ul style="list-style-type: none"> • Research symposium successfully held by November 30, 2022 	<p>\$15,600 raised. Partnering with UNB, MEKTU, NBHRF, and CCSH (Horizon).</p> <p>ON TRACK</p>
<p>3. To promote and support the translation and transfer of research outcomes, new knowledge and innovation for the betterment of the aging population.</p>	<p>a. Develop a subscriber newsletter to promote research initiatives and support the dissemination of research findings to stakeholders, collaborators, and community members. (Henry)</p>	<ul style="list-style-type: none"> • Newsletter 1st edition drafted by July 2022; first distribution on September 1, 2022. 	<p>Completed. Second edition December 1st, 2022.</p> <p>COMPLETE</p>
	<p>b. Explore research-based models for the sustainability of the organization and funding sources for the commercialization of current research technologies (Henry)</p>		<p>On going discussion with CANHealth Network. Awaiting new contract for review.</p> <p>ON TRACK</p>