

ETHICS COMMITTEE

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Ref: EC 2007/122

(This number must be quoted on all correspondence)

18 January 2008

Prof S A Schug
Department of Anaesthesia & Pain Medicine
Royal Perth Hospital

Dear Stephan

EC 2007/122 – Oral versus sublingual ketamine for relief of breakthrough pain: a randomized, double-blind placebo controlled crossover study

Thank you for your letter dated 11th January 2008. The study is now **APPROVED**.

The following general conditions apply to all approvals by this Committee, and starting a trial or research project following the issue of ethics approval will be deemed to be an acceptance of them by all investigators:

1. The submission of an application for Ethics Committee approval will be deemed to indicate that the investigator and any sponsor recognises the Committee as a registered (with AHEC) Health Research Ethics Committee and that it complies in all respects with the National Statement on Ethical Conduct Research Involving Humans and all other national and international ethical requirements. **The Committee will not enter into further correspondence on this point.**
2. All income arising from the study must be lodged in a hospital special purposes account. Performance of a clinical trial for a sponsor is a service for tax purposes and all GST obligations must be met.
3. The investigator will report adverse events accompanied by a statement as to whether or not the trial should continue. The Committee reserves the right to not receive reports whose complexity or level of detail requires the expenditure of unreasonable time and effort. The Committee receives voluminous paperwork relating to adverse event reporting. From time to time the Committee chairman may require these reports to be summarised and approval is granted subject to the agreement of the investigator that he or she will prepare such a summary on request.
4. The Committee has decided that, as the responsibility for the conduct of trials lies with the investigator, all correspondence should be signed by the investigator.
5. All trial drugs must be dispensed by the Pharmacy Department. A fee is levied for this service and investigators must regard this fee as an item requiring a budget

allocation. Alternatively, if a sponsor agrees, separate direct funding of pharmacy services may be undertaken. There are provisions for this fee to be waived for locally-inspired unfunded studies not having an external sponsor.

6. Though state institutions are outside the jurisdiction of the Privacy Act and related legislation, the Committee will assume that the privacy provisions of that Act will be the minimum standards applying during the conduct of a trial at Royal Perth Hospital. Traditional standards of patient confidentiality will apply.
7. The Committee will not acknowledge trial communications as a matter of course, unless they relate to a matter requiring Committee approval. Evidence of dispatch of a letter will be deemed to be evidence of receipt. This rule may be waived at the Committee's discretion on provision of a *pro forma* receipt by the investigator for the Chairman's signature and return. However, trivial correspondence (as judged by the Committee) will not be acknowledged even if a *pro forma* receipt is provided. Where an investigator requests written approval or written record of a matter for special purposes (say at the request of a sponsor), the investigator should prepare the required letter for the chairman's signature rather than expect the Committee secretary to prepare it. This mechanism increases the probability that the trial details in the letter are correct.
8. The Committee will provide the names and representative affiliation of members on request, but will not provide personal details or voting records.
9. A brief annual report on each project approved will be required at the end of each fiscal year, in default of which approval for the study may be suspended. Ethics approvals at RPH do not carry an expiry date so the annual report is an important part of Ethics Committee procedure.
10. The Committee has the authority to audit the conduct of any trial without notice. Exercise of this authority will only be considered if there are grounds to believe that some irregularity has occurred or if a complaint is received from a third party, or the Committee wishes to undertake an audit for QA purposes.
11. Complaints relating to the conduct of a clinical trial should be directed to the Chairman and will be promptly investigated. Complaints about the Ethics Committee decisions or policies that cannot be resolved by discussion with the Chairman or about any actions of a particular member including the Chairman, should be directed to the Director of Clinical Services. Only written complaints (not e-mail) will be accepted for investigation.

Investigators of sponsored studies are advised to draw the above conditions to the attention of the sponsor.

Yours sincerely

F M Van Bockxmeer
Chairman, Royal Perth Hospital Ethics Committee

The Royal Perth Hospital Ethics Committee is constituted and operates in accordance with NH&MRC Guidelines.

cc: The Chief Pharmacist, RPH
cc: The Business Manager
cc: Naomi Lillywhite, Clinical Trials & SAS Pharmacist
cc: Katherine Coltrona, CTBU