Good Shepherd Penn Partners (GSPP) Research Guidance

Scope:

The purpose of this document is to provide a guide for researchers on the processes and expectations for investigators who wish to conduct human subject research at/with Good Shepherd Penn Partners (GSPP).

GSPP includes the following:

- Penn Institute for Rehabilitation Medicine (PIRM), the Specialty Hospital at Rittenhouse and Penn Medicine's skilled nursing facility, all located at 1800 Lombard Street, Philadelphia, PA.
- All Penn Therapy and Fitness outpatient rehabilitation practices
- Therapy services provided at the Hospital of the University of Pennsylvania (HUP), Pennsylvania Hospital (PAH), Penn Presbyterian Medical Center (PPMC) and HUP Cedar.

Background:

GSPP is a joint venture between Good Shepherd Rehabilitation Network in Allentown, Pennsylvania, and Penn Medicine in Philadelphia, and is the official post-acute care rehabilitation provider for the entire Penn Medicine network. GSPP established an interdisciplinary Research Committee to review and provide oversight of all GSPP research. The University of Pennsylvania's Institutional Review Board (IRB) serves as GSPP's Authorized IRB. All research involving GSPP patients, staff or facilities must be reviewed and approved by both the University of Pennsylvania's Institutional Review Board (IRB) and the GSPP Research Committee.

Research Review and Requirements:

A. Research protocols must be reviewed by both the GSPP Research Committee AND the University of Pennsylvania's IRB. To prevent delay and/or the need for protocol modifications, it is highly recommended that the GSPP Research Committee review be conducted first, prior to IRB submission. Contact the GSPP Research Committee at gsppresearchcommittee@uphs.upenn.edu for the GSPP Research Request Form to complete for committee review.

B. Proposed research protocols are presented during the monthly GSPP Research committee meetings for review and discussion. Investigators will be notified by email of the committee's recommendation(s) within three business days of the meeting. If approved, a letter will be provided to the researcher to include in the Penn IRB protocol submission.

C. Recruitment of GSPP patients for research studies requires review by the GSPP Research Committee. The recruitment strategy outlined in the research protocol must specify the intended GSPP facilities where recruitment will occur. Please note that protected health information such as name, phone number, address, etc., cannot be provided to non-GSPP researchers for recruitment mailings unless patient authorization is obtained. The GSPP Research Committee can provide further recommendations for recruitment assistance upon review of the proposed protocol. All projects requesting recruitment assistance must include a Penn/GSPP employee/collaborator who is directly involved with the research.

D. All members of the research team must successfully complete the Collaborative Institutional Training Initiative (CITI). All research involving GSPP must include a GSPP collaborator. The GSPP Research Committee can help researchers meet these requirements if necessary.

E. For studies requesting a HIPAA Authorization Waiver, the GSPP Privacy Officer/GSPP Research Committee will determine if the criteria set forth in the Privacy Rule (section 164.512(i)) has been met. The GSPP Research Committee will collaborate with the University of Pennsylvania's IRB to provide any necessary documentation.

If you have specific questions about how to apply this guidance, please contact the GSPP Research Committee by email at gsppresearchcommittee@uphs.upenn.edu.