

III-2.090 Use of Human Subjects

Research or other activities conducted under the jurisdiction of Guilford Technical Community College shall not expose persons who participate as subjects or respondents to unreasonable risks to their health, general well being, or privacy. All activities or projects involving human subjects are subject to review and approval by the Director of Institutional Research and Planning to insure the protection of the rights and welfare of the individuals who participate as subjects.

Internal Research

All research conducted by Guilford Technical Community College personnel and/or students, including surveys, must be reviewed and approved by the Director of Institutional Research and Planning to eliminate duplication of effort, to prevent the over-surveying of select groups, to ensure the quality of the instruments used, and to protect the human subjects involved.

External Research

An external research project is defined as any research project, survey, or study not conducted directly by Guilford Technical Community College personnel and/or students. Any individual, group, or agency desiring to conduct research at GTCC, or to use college students, faculty, or staff in research projects must obtain the written permission of the Director of Institutional Research and Planning at GTCC.

Instructional Program Requirements

As a component of the educational experience of some instructional programs, students and faculty may be required to practice procedures and perform measurements on individuals within the program, the college, or the community as indicated by the curriculum. Students and faculty may be required to participate in activities and/or simulations to allow students opportunities to apply didactic knowledge and laboratory skills. All students, faculty members, and others participating in the activities and/or simulations must sign a written authorization for use as a human subject. To insure the safety of all persons involved, the authorization form will require disclosure of any personal limitations or conditions that might affect participation in such activities and/or simulations.

Procedures and techniques learned in instructional programs may only be used to treat patients in a clinical setting under the direction of a licensed/certified practitioner. Except for legally authorized practitioners, students and faculty members may not diagnose or treat medical/dental conditions of fellow students, faculty members, or others. Students learning procedures and techniques in the academic setting may practice these skills during assigned classroom/laboratory/clinical hours and during supervised open laboratory/clinical sessions. Students or faculty members who fail to comply with this policy will be subject to disciplinary action that may include suspension from the program or dismissal from employment.

Procedures:

1. The Director of Institutional Research and Planning will review all research proposals, both internal and external. If the complexity of the proposal requires additional expertise, a Research Review Committee will be formed by the Director of Institutional Research and Planning to review the proposal and make recommendations to the Director.
2. Internal Research
 - a. Because of the need to accumulate data for re-accreditation and other purposes, some programs regularly require participation in various research surveys and activities throughout the student's tenure in the program. Students may be required to provide blanket consent to participate in such research. A sample form is provided in the Forms section of the Management Manual.
 - b. The use of human subjects in internal research projects other than projects conducted for routine reports, management information and regular class assignments will require the signature of the subject on an authorization form that includes the following basic elements:

- 1) A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental.
 - 2) A description of any reasonable foreseeable risks or discomforts to the subject.
 - 3) A description of any benefits to the subject, or to others, which may reasonably be expected from the research.
 - 4) A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
 - 5) A statement describing the extent, if any to which confidentiality of records identifying the subject will be maintained.
 - 6) For participation with more than minimal risk, an explanation as to whether any compensation and as to whether any medical and/or psychological treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained.
 - 7) An explanation of whom to contact for answers to pertinent questions about the research and research subject's rights, and whom to contact in the event of an research-related injury to the subject.
 - 8) A statement that participation is voluntary (if possible), refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
- c. The privacy of respondents must be protected in any published reports or internally shared records. Individual respondents must not be identifiable in any way through the published data.

3. External Research

- a. A written proposal for any study intending to use college students, faculty, or staff must be submitted to the Director of Institutional Research and Planning at least two weeks before the anticipated beginning of the study. Depending upon the complexity of the proposal, additional time for review may be required. The proposal will include brief summaries of the rationale for the study, the methodology to be used, and the expected outcomes.
- b. Normally, GTCC cannot provide facilities of any type for external research projects.
- c. Unless the college feels that participation in a particular project is both educationally valuable and a natural part of the course content, class time will not be used for any project. In any event, the faculty member's permission, in addition to the approval of the Director of Institutional Research and Planning, must be obtained before class time will be used.
- d. Participation in any project must be voluntary, and all participants must sign an informed consent form describing purpose of the project, precisely what participation will involve.
- e. Students, faculty, or staff involved in any research project will not be identified when the findings of that project are published.
- f. All inquiries and proposals should be submitted to:

Director of Institutional Research and Planning
 Guilford Technical Community College
 P. O. Box 309
 Jamestown, NC 27282

3. Program Requirements

- a) Student handbooks for each program will explain how this policy applies in the particular program.

- b) Each department will maintain current authorization forms under secure conditions. The college will maintain the authorizations as long as legally necessary.

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