



DEPARTMENT OF ALCOHOL & DRUG SERVICES  
POLICIES & PROCEDURES MANUAL

Section 61 Page 1

Date Developed 05/02/05

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SUBJECT:     **INSTITUTIONAL REVIEW BOARD**

Policy

The Department of Alcohol & Drug Services recognizes the value of research in the field of substance abuse treatment and clients may on occasion be asked to participate in a study. In such circumstances the Department of Alcohol & Drug Services will take steps to protect the confidentiality of participants and to ensure that they are protected against any possible adverse effects associated with their participation.

Procedures

Prior to the commencement of any study involving the gathering of client-specific data, a proposal outlining the purpose of the study, project protocols and client protections will be presented to the Institutional Review Board of the Santa Clara Valley Health & Hospital System. Any modifications suggested by the Institutional Review Board will be incorporated into the project. No research activities will occur prior to approval of the proposed study by the Institutional Review Board. All procedures established by the Institutional Review Board will be strictly adhered to in conducting the research.