

REQUEST FOR APPROVAL FOR USE OF AUDIO RECORDINGS FOR RESEARCH, EDUCATION OR QUALITY IMPROVEMENT PURPOSES

Project Information:

Project Contact (First/Last Name):	Date:
Project Purpose: <input type="checkbox"/> Quality Improvement (QI) <input type="checkbox"/> Research <input type="checkbox"/> Education	Email Address:
Clinical Entity: <input type="checkbox"/> UWMC-Montlake <input type="checkbox"/> UWMC-Northwest <input type="checkbox"/> Harborview Medical Center <input type="checkbox"/> Valley Medical Center <input type="checkbox"/> UW Medicine Primary Care	
Brief project description:	
How audio recording will be accomplished and its purpose (if QI, what QI purpose will it serve and what committee will sponsor the work. If proposed research refer to UW Human Subjects Division website):	
Specific location of audio recording:	
Identification of whose voices will be directly or indirectly recorded and plan for obtaining their consent (e.g., patients, employees, visitors):	
Proposed length of time recording will take place:	
Who will have access to records and for what purpose:	
How records will be maintained (see https://one.uwmedicine.org/sites/ERC/uwmhim/Pages/rig.aspx):	

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Approvals:

QI Only:

Entity Administrative QI Leader

Date

For QI Projects route this request to the QI Director of your entity before submitting it to your Chief Executive Officer or Executive Director.

This project has been approved as a qualified quality improvement project under the auspices of the [HMC/UWMC/UW Medicine] [QAPI/CQIP] plan. All records associated with this project are privileged under **RCW 70.41.200, 4.24.250 and/or 43.70.510 and the requester's plan for record retention comply with the requirements for quality improvement record management.**

UW Medicine Compliance

Director of Patient Privacy

Date

This project has been reviewed to ensure there are no compliance policy barriers to moving forward, to consider consent requirements under RCW 9.73.030, and identify other potential issues to address before routing the form to entity leadership.

Entity Leadership:

Chief Executive Officer/Executive Director

Date

Medical Director

Date

Chief Nursing Officer

Date