**Template Letter 1:**

This template letter can be used by Sites wishing to participate in the RAPID Program to seek local approval from your local Ethics Committee or Research Governance Office. This letter should be addressed to the Chair of the relevant committee.

**[insert date]**

**[insert addressee details]**

**Dear [insert name]**

I am writing to seek a waiver or exemption from Human Research Ethics Committee Review for the following Quality Improvement Activity with intent to publish the findings.

**Activity Title**

*‘RAPID Program’ -* to evaluate the net clinical benefits and toxicities of medications and other non-pharmacological interventions commonly used in the palliative and supportive care.

**Description**

This is a series of prospective, consecutive cohort studies of people consecutively commenced on the medication or non-pharmacological intervention understudy to capture best clinical practice by capturing the net clinical benefit (toxicities and benefits).

The data included in this program is sourced from patients whose treating clinician has already made the clinical decision to prescribe the medication or intervention of interest. The collection of data does not precede this decision nor impacts the decision making process of the prescribing physician in anyway.

Key demographic and routine clinical information including age and gender are collected, however no patient identifiable or re-identifiable data is collected with a computer generated identification number allocated to each consecutive case entered into REDCap (An online web-based research data management system). No additional pathology tests are requested and minimal documentation of the available tests is recorded where these are already available.

Patient consent is not required as no identifiable patient data is collected; patients are not required to complete any tasks or assessment tools; and the decision to participate in the data collection results solely from the treating clinician’s decision to prescribe the medicine or non-pharmacological intervention of interest. No data beyond routine clinical practice is collected.

Accompanying this letter is more detailed information in regards to this quality improvement activity, including:

- Summary document of the RAPID Program

- Foundation paper outlining the program methodology

A full study protocol is available and can be provided if requested. In addition to the Foundation paper attached, there have been another nine papers produced from this Program of work to date, adding further evidence to underpin everyday clinical practice in palliative and supportive care.

I hope you will find this Program meets the requirements for a waiver from ethical approval and look forward to hearing from you at your earliest possible convenience.

Kind regards

[insert name, title & contact details]

Encl.

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