

Documented Institutional Ethics Requirements Langs Farm Village Association (Langs)

Our Mission

Our Mission: Langs is committed to ensuring that every person in our neighbourhoods will have a place to call home for health, wellness and community support.

Our Vision:

Changed lives, healthy communities.

Our Principles:

- A person's health and well-being are impacted by various factors including income, housing, employment, education, social support, food security and the environment.
- Each person's knowledge, skills and experience enrich our communities.
- The health and well-being of individuals are enhanced by involvement in their neighbourhood and wider community.
- Shared ownership and responsibility for our community are achieved through positive relationships among individuals, staff and volunteers.
- Services are welcoming, inclusive, flexible and responsive to the changing needs of individuals and communities.
- Working together with volunteers, staff and community partners facilitates easier access to services in the community.
- Health and well-being are enriched by actions taken at the individual, community and system levels.

Our Values:

- Integrity
- Respect
- Accountability
- Collaboration
- Innovation
- Excellence

Privacy Considerations

Langs is committed to a high standard of privacy and has implemented policies and procedures to ensure personal health information (PHI) is kept confidential and secure while allowing for the effective delivery of health care. Our organization collects and uses PHI for the purposes of providing or supporting health care and for other purposes that are permitted or required by law. All Langs' staff, volunteers and students receive training on PHIPA legislation and the organizations privacy policies.

Lynda MacKinnon is the Privacy Officer for Langs and her contact information is lyndam@langs.org or 519-653-1470 #383.

The policies and procedures within our manual apply to PHI in all forms i.e., verbal, written and electronic. Staff who print hard copies of PHI must comply with the limitations on the use and disclosure of PHI as described above.

Langs provides health care an implied consent model and obtains knowledgeable consent of patients for the collection, use, or disclosure of PHI, as required by law. PHI can be collected, used, or disclosed without the knowledge and consent of patients only where it is permitted or required by law. Our organization provides a public friendly version of our privacy policy (Privacy Notice).

Informed Consent Form Requirements

To be capable of consenting, a patient must be able to understand:

- the information needed to make a decision on whether or not they should consent to the collection, use or disclosure of personal health information; and
- the consequences of giving, withholding or withdrawing consent.

When a patient is not capable of providing consent, consent can be obtained from a Substitute Decision Maker (SDM), as described in our Privacy manual.

Access to Medical Records and Obtaining Consent

Langs will only use or share personal information for the purposes for which it was given to us, unless the law otherwise requires it (unauthorized disclosure/ mandatory reporting). Langs will keep information for as long as the patient/participant remains involved with the organization. Once the relationship with the organization has been terminated, records will be kept for 10 years based on the Regulated Health Professions Act. Records will be disposed of beyond that timeframe using a secure manner.

Langs uses an electronic medical record (EMR) that provides a safe and secure method of protecting personal health information. Should the patient request hard copies of their chart, they will sign a waiver that states that they will be responsible for their personal health information.

SRERS Administration Langs Farm Village Association (Langs)

Reminder: Institutional Research Administration Requirements

The CTO Streamlined System provides a streamlined approach to research ethics review. Each participating site must ensure that all necessary institutional authorizations and contracts/agreements are in place prior to beginning the research.

CTO Stream

Collaborators:

The following collaborators must be given a role on the Clinical Trial Initial Application (CTIA) or Observational Study Initial Application (OSIA) and Participating Site Initial Application (PSIA) forms.

Email: debbieh@langs.org

Role: Institutional Representative

Email: andreama@langs.org

Role: Institutional Representative

This access is automatically granted when the PSIA is created. **When Langs Farm Village Association (Langs) is the Lead Applicant site the research team should immediately create the PSIA for Langs Farm Village Association (Langs) (right after creating the CTIA/OSIA).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the CTIA/OSIA prior to submission.

Institution Representative in application forms

The Primary Institution Representative must be indicated as follows in the applications within CTO Stream:

Title: Ms.
First Name: Debbie
Surname: Hollahan
Organization: Langs Farm Village Association (Langs)
Address: 1145 Concession Road
City: Cambridge
Province/State: Ontario
Postcode/Zip: N3H 4L5
Telephone: 519-653-1470 #236
Fax: 519-653-1285
Email: debbieh@langs.org

The Secondary Institution Representative must be indicated as follows in the applications within CTO Stream:

Title: Dr.
First Name: Andrea
Surname: Martin
Organization: Langs Farm Village Association (Langs)
Address: 1145 Concession Road
City: Cambridge
Province/State: ON
Postcode/Zip: N3H 4L5
Telephone: 519-653-1470 #355



Fax: 519-653-1285
Email: andreama@langs.org

661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca