

Documented Institutional Ethics Requirements William Osler Health System

Privacy Considerations

Please note that access to Shared Clinical Systems such as Connecting Ontario for research purposes is **not** permitted in any instance. Access to Shared Clinical Systems **is restricted** to the sole purpose of **providing or assisting in providing care**. Please refer to the [Osler Research Ethics Forms](#) and Guidelines page for further guidance.

Research Training

All Osler research staff involved in research activities at Osler are required to complete TCPS2, GCP including E6 R2 and Health Canada Division 5 and must remain in good standing throughout the entire course of the study.

Informed Consent Form Requirements (not applicable to studies reviewed by OCREB)

If applicable, the following paragraph should be added to the confidentiality section:

“If you decide to participate in this study, the study doctors and study staff will only collect the information they need for this study. This may include both access of personal health information obtained from records already located at this site or from your other healthcare providers, if necessary. You will be asked to sign an additional consent form if this is to occur.”

SRERS Administration William Osler Health System

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.

Institutional Impact Assessment:

Prior to Institutional Representative sign-off on any CIA for William Osler Health System, it is the local Principal Investigator's responsibility to ensure all impact assessments are approved. Contact Research@williamoslerhs.ca to determine if an impact assessment is required for your study.

CTO Stream

Collaborators:

The following collaborators must be given a role on all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms.

Email: Patti.Rempel@williamoslerhs.ca

Role: Institutional Representative

Email: Augustina.Ampofo@williamoslerhs.ca

Role: Institutional Representative

Email: Paola.Cubillos@williamoslerhs.ca

Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When William Osler Health System is the Provincial Applicant site the research team should immediately create the CIA for William Osler Health System (right after creating the PIA).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the PIA 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:	Augustina
Surname:	Ampofo
Organization:	William Osler Health System
Address:	2100 Bovaird Drive East
City:	Brampton
Province/State:	ON
Postcode/Zip:	L6R 3J7
Telephone:	(905) 494-2120 x50448
Fax:	(blank)
Email:	Augustina.Ampofo@williamoslerhs.ca

Should Ms. Augustina Ampofo be away from the office, the Institutional Representative signature request can be sent to Paola Cubillos (Paola.Cubillos@williamoslerhs.ca).

The Secondary Institution Representative field should be left blank.