

Documented Institutional Ethics Requirements Kemptville District Hospital

Scope

These requirements apply to research conducted at the Kemptville District Hospital.

Privacy Considerations

True Initials and Full Date of Birth:

The Kemptville District Hospital does not permit the release of true initials or full date of birth (i.e.: year/month/day) for research purposes. These must be replaced with pseudo- initials and partial date of birth (e.g.: Month/Year) on any data released from the institution.

Access to Medical Records

ConnectingOntario ClinicalViewer, OLIS and eHealth:

ConnectingOntario ClinicalViewer, OLIS, eHealth must not be used for research purposes. Shared electronic health systems may not be used as a source for research participant data. For example, if the coordinator for the research study is also a clinical nurse/respiratory therapist treating the patient clinically and has access to the shared electronic health system to see patient information, they cannot access shared electronic health system for research purposes.

Pre-Screening Medical Records:

Research personnel are permitted to pre-screen potential participant medical records. The plan for pre-screening medical records must be described in the REB application.

Obtaining and collecting Informed Consent Form Requirements

Permission to Contact (PTC) Process:

At the Kemptville District Hospital (KDH), permission to contact (PTC) for research is obtained by someone within the patient's circle of care or by an agent of the HIC (Health Information Custodian). It may also be obtained by a member of the patient's circle of care or an agent of KDH.

SRERS Administration Kemptville District Hospital

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: kahogue@kdh.on.ca

Role: Institutional Representative

Email: fvassallo@kdh.on.ca

Role: Institutional Representative

This access is automatically granted when the PSIA is created. **When Kemptville District Hospital is the Lead Applicant site the research team should immediately create the PSIA for Kemptville District Hospital (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: Katie
Surname: Hogue
Organization: Kemptville District Hospital
Address: 2675 Concession Rd., PO Box 2007
City: Kemptville
Province/State: ON
Postcode/Zip: K0G 1J0
Telephone: 613-258-6133 ext. 197
Fax: N/A
Email: kahogue@kdh.on.ca

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

Title: Mr.
First Name: Frank
Surname: Vassallo
Organization: Kemptville District Hospital
Address: 2675 Concession Rd, PO Box 2007
City: Kemptville
Province/State: ON
Postcode/Zip: K0G 1J0
Telephone: 613-258-6133 ext. 132
Fax: N/A
Email: fvassallo@kdh.on.ca