

Documented Institutional Ethics Requirements

Royal College of Physicians and Surgeons of Canada

Scope

The Royal College of Physicians and Surgeons of Canada is the national professional association that oversees the medical education of Canada's specialist physicians. We ensure they receive rigorous training & continue to meet the highest standards during their careers.

Missions and Values

Vision: Advancing learning for specialist physicians to deliver the best health care for all.

Our commitment:

We partner and collaborate to:

- lead the evolution of specialty medical education and standards
- support specialist physicians, learners and teams to continuously improve
- advocate for excellence in specialty medicine by supporting innovation, well-being, equity and person-centered care

Strategic Plan 2023–2027

Our strategic plan describes the Royal College's vision and the actions we will take across four core priority areas.

1. support specialist physician learning,
2. uphold rigorous standards and accreditation for specialty medicine,
3. assess candidate physicians against established standards, and
4. foster connection across specialty medicine and all health care system partners

We developed our strategic plan with the goal of supporting specialist physicians — from residency through to retirement — as they continue to meet the extraordinary challenges of an evolving profession in a complex and changing world.

Values: Integrity, Collaboration, Respect

Privacy Considerations

The Royal College's collection, use, retention and disclosure of personal information endeavours to comply with the 10 principles of the Canadian Standards Association (CSA) Model Code, on which PIPEDA is based, on a voluntary basis: Accountability, Identifying Purposes, Consent, Limiting Collection, Limiting Use, Disclosure, and Retention, Accuracy, Safeguards, Openness, Individual Access, Challenging Compliance.

The Royal College is committed to respecting the privacy of any individuals whose personal information has been provided as part of any research activity as required under applicable legislation and Royal College Policies, including the Privacy Policy.

For more information, please visit [Royal College - Privacy Policy](#) on our website.

For more information regarding policies and practices for the conduct of research, please refer to the [Royal College Research Integrity Policy](#).

SRERS Administration

Royal College of Physicians and Surgeons of Canada

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 initial study-wide application, called the Clinical Trial Initial Application (CTIA), or Observational Study Initial Application (OSIA) and the Participating Site Initial Application (PSIA):

Email: thorsley@royalcollege.ca
Role: Institutional Representative

Email: jzeiter@royalcollege.ca
Role: Institution Admin

This access is automatically granted when the Participating Site Initial Application is created. **When the Royal College is the Lead Applicant site the research team should immediately create the PSIA for the Royal College (right after creating the new study).** 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: Dr.
First Name: Tanya
Surname: Horsley
Organization: Royal College of Physicians and Surgeons of Canada
Address: 774 Echo Drive
City: Ottawa
Province/State: Ontario
Postcode/Zip: K1S 5N8
Telephone: 613-730-8177
Fax: N/A
Email: thorsley@royalcollege.ca

The Secondary Institution Representative field should be left blank.