

Documented Institutional Ethics Requirements Circulate Cardiac & Vascular Centre

Scope

Our clinical areas of interest include: Arrhythmia, Anticoagulants, Atherosclerosis, Atrial Fibrillation, Bariatric Medicine, Cholesterol Management, Chronic Kidney Disease, Coronary Artery Disease, Critical Care, Dementia and Memory Health, Diabetes, Geriatric Health Management, Heart Failure, Hypertension, Internal Medicine, Obesity, Preoperative Health and Stroke Prevention, Thrombosis, Valvular Heart Disease.

Missions and Values

Circulate Cardiac & Vascular Centre is committed to delivering top quality healthcare to our patients, with a focused patient first approach in both scientific research and clinical care.

Research considerations are based on patient outcomes, relevance to patient and science, our resources and capacity and the overall safety of the research proposed.

Privacy Considerations

Circulate Cardiac & Vascular Centre is committed to a high standard of privacy and respect for personal health information (PHI). Our staff strive to ensure effective and secure delivery of health care information under the policies and principals of law.

Our organization collects and uses PHI for the purpose of providing or supporting individualised health care. Our staff may only use or access PHI within the limits of each staff member's job role.

Policies and procedures laid out within this document apply to all forms of PHI including, but not limited to electronic, verbal, and written forms.

Our organization provides health care under an implied consent model and obtains knowledgeable consent from patients for the collection, use and disclosure of PHI as required by law. Information can be collected, used, or disclosed without the knowledge and consent of patients only where it is permitted or required by law

Access to Medical Records and Obtaining Consent

Acquiring consent for any patient medical records used for research purposes is clinic requirement.

Obtaining proper consent for all clinical patients' medical records is satisfied by having them sign a "Release of Health Care Information Form." Patients' medical records include any consult/progress notes, radiology/laboratory reports and medication list from pharmacies or other treating physicians.

Patients are advised to read release of information and consent forms prior to signing.

SRERS Administration Circulate Cardiac & Vascular Centre

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 all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms.

| | | | |
|--------|------------------------------|--------|-----------------------------------|
| Email: | hishamd01@yahoo.com | Email: | marlanarodgers@circulatecentre.ca |
| Role: | Institutional Representative | Role: | Institutional Representative |

This access is automatically granted when the Centre Initial Application is created. **When Circulate Cardiac & Vascular Centre is the Provincial Applicant site the research team should immediately create the CIA for Circulate Cardiac & Vascular Centre (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.

Department Approver in application forms

The Department Approver on the CIAs for Circulate Cardiac & Vascular Centre must be indicated as follows:

| | |
|-----------------|-------------------------------------|
| Title: | Dr. |
| First Name: | Joseph |
| Surname: | Berlingieri |
| Organization: | Circulate Cardiac & Vascular Centre |
| Address: | 1160 Blair Road, Unit C |
| City: | Burlington |
| Province/State: | Ontario |
| Postcode/Zip: | L7M 1K9 |
| Telephone: | 905-331-3960 |
| Fax: | 905-319-2499 |
| Email: | jcb@drberlingieri.ca |

Institution Representative in application forms

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

| | |
|-----------------|-------------------------------------|
| Title: | Ms. |
| First Name: | Marlana |
| Surname: | Rodgers |
| Organization: | Circulate Cardiac & Vascular Centre |
| Address: | 1160 Blair Road, Unit C |
| City: | Burlington |
| Province/State: | Ontario |
| Postcode/Zip: | L7M 1K9 |
| Telephone: | 905-331-3960 |
| Fax: | 905-319-2499 |
| Email: | marlanarodgers@circulatecentre.ca |